



# Navigating UNT COI Disclosure System: GRAMs Guidance for Completing Annual COI eDisclosure






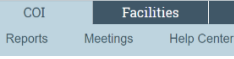

UNT’s COI eDisclosure is an online system for simple and effective submission, tracking and management of Conflict of Interest (COI) disclosures. This document provides you with step-by-step guidance to complete your annual COI eDisclosure using the GRAMs COI System managed by UNT. You may also access our online tutorial, [COI System Navigation Tutorial](#).

## Need Assistance?

For information and guidance on UNT’s conflict of interest rules, please visit the University Compliance and Ethics - Conflict of Interest webpage, Frequently Asked Questions (FAQs) and COI Examples, are available for your reference.

If you need further assistance, please contact University Compliance and Ethics, [Compliance@unt.edu](mailto:Compliance@unt.edu).

## Navigation Key for UNT COI eDisclosure System

	Action is needed to fulfill the annual COI eDisclosure requirement
	No action is needed to fulfill the annual COI eDisclosure requirement
 Your training has expired	<p><b>Researchers</b> are required to complete COI training in the CITI system when this notice appears on the dashboard </p> <p><b>NOTE: If you are <u>NOT</u> involved in Research, you are <u>NOT</u> required to complete CITI training.</b></p>
 Help	The help button activates a pop-up window with a 4-minute video to help you navigate the dashboard
	The Help Center located within the COI tab offers guides and videos to provide a deeper understanding COI System
 Exit	The exit button will return you to the home page of your COI dashboard.



# Navigating UNT COI Disclosure System: GRAMS Guidance for Completing Annual COI eDisclosure

## Completing Your Annual COI eDisclosure

Your position(s) at UNT requires you to record your interests in the COI system. You will receive an email notification from [DoNotReply-GRAMS-COI@mail.untsystem.edu](mailto:DoNotReply-GRAMS-COI@mail.untsystem.edu) when you need to disclose your interests in the COI system. You can either click the link in the e-mail notification or go to your Disclosure Profile in the COI application to disclose your interest.

1. Navigate to [UNT's COI eDisclosure](#), and enter your EUID and Computer Password. You will be directed to the Home Screen.

The screenshot shows the GRAMS dashboard with a navigation menu (Dashboard, Agreements, Grants, IACUC, COI, Facilities) and a 'My Inbox' section. The 'My Inbox' section contains a table with the following data:

ID	Name	Date Created	Date Modified	State	Co
DP000	Disclosure Profile for	5/18/2022 2:18 AM	6/9/2022 2:18 AM	Action Required	

A red arrow points to the 'Action Required' state in the table.

*Note: When your Disclosure Profile is in the **Action Required** state, it means that it is time to update your disclosure **even** if you have nothing to disclose.*

**Action Required**

Disclosure profile last completed: 1/8/2021  
Training last completed: 1/4/2021  
Training expiration date: 1/4/2022

2. Your annual disclosure will be available in your inbox. Click on the **Disclosure Profile for ...** to open and review your form.

The screenshot shows the GRAMS dashboard with a navigation menu (Dashboard, Agreements, Grants, IACUC, COI, Facilities) and a 'My Inbox' section. The 'My Inbox' section contains a table with the following data:

ID	Name	Date Created	Date Modified	State	Co
DP0000	Disclosure Profile for	5/18/2022 2:18 AM	6/9/2022 2:18 AM	Action Required	

A red arrow points to the 'Disclosure Profile for' text in the table.



# Navigating UNT COI Disclosure System: GRAMs Guidance for Completing Annual COI eDisclosure

## Updating Your Disclosure Profile

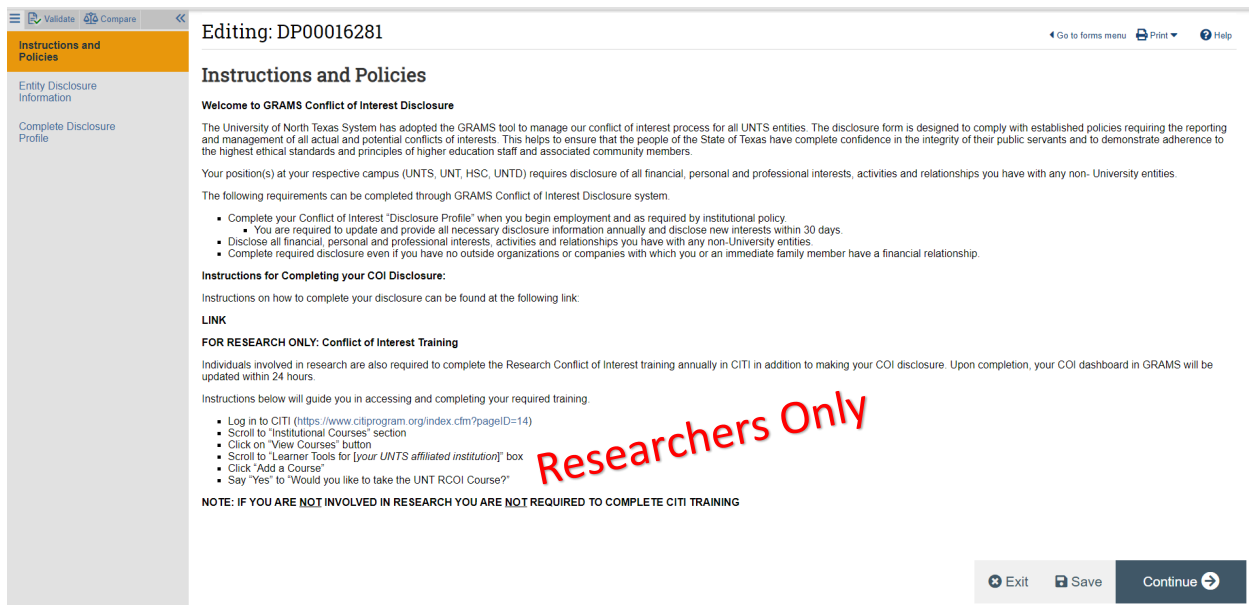
If you have **no interest to disclose**, do the following:

1. On the disclosure workspace, click **Edit Disclosure Profile**.

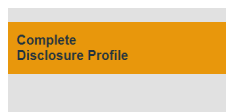


2. Read through the Instructions and Policies
3. Training and Education – **RESEARCHERS ONLY**
  - a. For **Researchers and Individuals involved in Research**, your position(s) require you to complete Research Conflict of Interest Training in the CITI system. **After you have completed your COI training in CITI (citiprogram.org)**, then proceed to the next step.

**NOTE: If you are NOT involved in Research, you are NOT required to complete CITI training.**

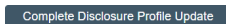


4. Click **Continue** to move to the next page.
5. If you have **nothing** to disclose, select NO for the question 'Do you have any financial interests and/or outside activities to report?'
6. Click **Continue** to go to the Complete Disclosure Profile page.
7. Click **Complete Disclosure Profile Update**.



### Complete Disclosure Profile

Click the Complete Disclosure Profile Update button to satisfy the following:  
The disclosure profile is new and has never been completed  
A category associated with the discloser requires renewal





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8. Click **OK**.

### Complete Disclosure Profile Update

By completing your disclosure profile update you are verifying that all disclosure information is accurate and current.



OK Cancel

9. **Note:** If the Discloser Profile moves to 'No Action Required' state, you may log off the system.

No Action  
Required

Instruction Center	
<b>Action Required</b>	<b>Reason</b>
No actions need to be taken at this time	Discloser's disclosure profile is up-to-date and requires no action



# Navigating UNT COI Disclosure System: GRAMs Guidance for Completing Annual COI eDisclosure

## Updating Your Disclosure Profile

To **disclose your interests**, do the following:

1. On the disclosure workspace, click **Edit Disclosure Profile**.

2. Read through the Instructions and Policies
3. Training and Education – **RESEARCHERS ONLY**
  - a. For **Researchers and Individuals involved in Research**, your position(s) require you to complete Research Conflict of Interest Training in the CITI system. After you have completed your COI training in CITI (citiprogram.org), then proceed to the next step.

**NOTE: If you are NOT involved in Research, you are NOT required to complete CITI training.**

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### Instructions and Policies

Welcome to GRAMs Conflict of Interest Disclosure

The University of North Texas System has adopted the GRAMs tool to manage our conflict of interest process for all UNTS entities. The disclosure form is designed to comply with established policies requiring the reporting and management of all actual and potential conflicts of interests. This helps to ensure that the people of the State of Texas have complete confidence in the integrity of their public servants and to demonstrate adherence to the highest ethical standards and principles of higher education staff and associated community members.

Your position(s) at your respective campus (UNTS, UNT, HSC, UNTD) requires disclosure of all financial, personal and professional interests, activities and relationships you have with any non- University entities.

The following requirements can be completed through GRAMs Conflict of Interest Disclosure system.

- Complete your Conflict of Interest "Disclosure Profile" when you begin employment and as required by institutional policy
- You are required to update and provide all necessary disclosure information annually and disclose new interests within 30 days.
- Disclose all financial, personal and professional interests, activities and relationships you have with any non-University entities.
- Complete required disclosure even if you have no outside organizations or companies with which you or an immediate family member have a financial relationship.

**Instructions for Completing your COI Disclosure:**

Instructions on how to complete your disclosure can be found at the following link:

**LINK**

**FOR RESEARCH ONLY: Conflict of Interest Training**

Individuals involved in research are also required to complete the Research Conflict of Interest training annually in CITI in addition to making your COI disclosure. Upon completion, your COI dashboard in GRAMs will be updated within 24 hours.

Instructions below will guide you in accessing and completing your required training.

- Log in to CITI (<https://www.citiprogram.org/index.cfm?pageID=14>)
- Scroll to "Institutional Courses" section
- Click on "View Courses" button
- Scroll to "Learner Tools for [your UNTS affiliated institution]" box
- Click "Add a Course"
- Say "Yes" to "Would you like to take the UNT RCOI Course?"

**NOTE: IF YOU ARE NOT INVOLVED IN RESEARCH YOU ARE NOT REQUIRED TO COMPLETE CITI TRAINING**

Exit Save Continue

4. Click **Continue** to move to the next page.
5. To **disclose your interests**, select YES for the question 'Do you have any financial interests and/or outside activities to report?'



# Navigating UNT COI Disclosure System: GRAMs Guidance for Completing Annual COI eDisclosure

6. Click **Add** in the entity disclosures section.

The screenshot shows the 'Add Disclosure' window in the GRAMs system. The left sidebar has 'Entity Disclosure Information' selected, with a red arrow pointing to the '+ Add' button. The main content area is titled 'Entity Disclosure Information' and contains the following sections:

- 1. \* Do you have any financial interest?** (Yes/No/Clear)
- 2. Entity disclosures:** A table with columns 'Entity', 'Foreign Entity?', and 'Relation'. It currently shows 'There are no items to display'.
- 3. \* Disclosure types:** A table with columns 'Name' and 'Description'. It lists various types like Equity, Consulting, Editorial, Intellectual Property Rights, Sponsored Travel, Board or Elected Service, Outside Employment, and Other Appointments. 'Outside Employment' and 'Other Appointments' are checked.

Buttons at the bottom include 'Required', 'OK', 'OK and Add Another', and 'Cancel'.

7. Select the Entity, Relation to discloser and Disclosure types. Based on the Disclosure type selected, further questions may appear as shown below.

This screenshot shows the 'Outside Employment' section of the form. It includes the following questions:

- \* Estimated compensation in the past 12 months:** (If uncompensated, enter 0). Input: 12000
- \* What is the FTE (full-time equivalent) percent?** Input: 10
- 3. Additional information that would help clarify this disclosure:** (Text area)

Buttons at the bottom include 'Required', 'OK', 'OK and Add Another', and 'Cancel'.

This screenshot shows the 'Other Appointments, Compensated or Uncompensated' section of the form. It includes the following questions:

- \* Estimated compensation in the past 12 months:** (If uncompensated, enter 0)
- \* Name of position, appointment, fellowship, or talent program:**
- 3. Approximate time (days) you spent on this activity in the past 12 months:**
- 4. Additional information that would help clarify this disclosure:** (Text area)

Buttons at the bottom include 'Required', 'OK', 'OK and Add Another', and 'Cancel'.



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- 8. Answer the questions and click **OK** to add the entity disclosure or click **OK** and **Add Another** to add another entity disclosure.
- 9. Click **Continue** to go to the Complete Disclosure Profile page.
- 10. Click **Complete Disclosure Profile Update**.

Complete Disclosure Profile

### Complete Disclosure Profile

Click the Complete Disclosure Profile Update button to satisfy the following:  
The disclosure profile is new and has never been completed  
A category associated with the discloser requires renewal

Complete Disclosure Profile Update

- 11. Click **OK**.

Complete Disclosure Profile Update

By completing your disclosure profile update you are verifying that all disclosure information is accurate and current.

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OK

Cancel

- 12. **Note:** You can view your disclosures and add new interests *at any time*, by clicking **Edit Disclosure Profile** under the COI tab.



- 13. If your Disclosure Profile moves to the 'No Action Required' state, you may log off the system.

No Action Required

Instruction Center	
Action Required	Reason
No actions need to be taken at this time	Discloser's disclosure profile is up-to-date and requires no action