



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

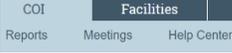
UNT’s COI eDisclosure is an online system for simple and effective submission, tracking and management of Conflict of Interest (COI) disclosures. This document provides you with step-by-step guidance to complete your annual COI eDisclosure using the GRAMs COI System managed by UNT. You may also access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

Navigation Key for UNT COI eDisclosure System

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



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 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.

*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.*

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

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



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.

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?'
6. Click **Add** in the entity disclosures section.
7. Select the Entity, Relation to discloser and Disclosure types. Based on the Disclosure type selected, further questions may appear as shown below.
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**.
11. Click **OK**.
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.