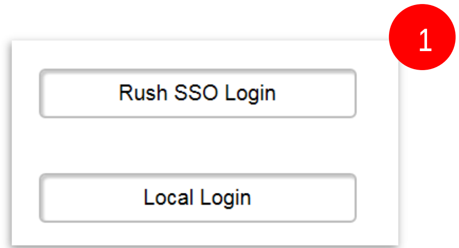
COI Survey Instructions

To Access your COI survey, follow the link originally provided to you via e-mail and complete the following steps:

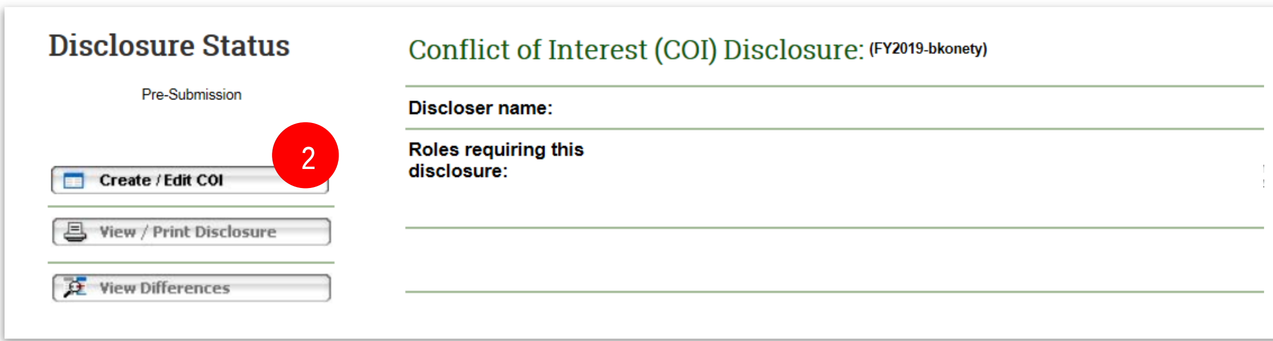
1) Log in to Rush's Research Intranet site:

- For **Internal Users**, click the "**Rush SSO Login**" button. You will be prompted to sign in with your Rush SSO (Single Sign On) credentials.
- For **External Users**, click the "**Local Login**" button and enter your user name and password.

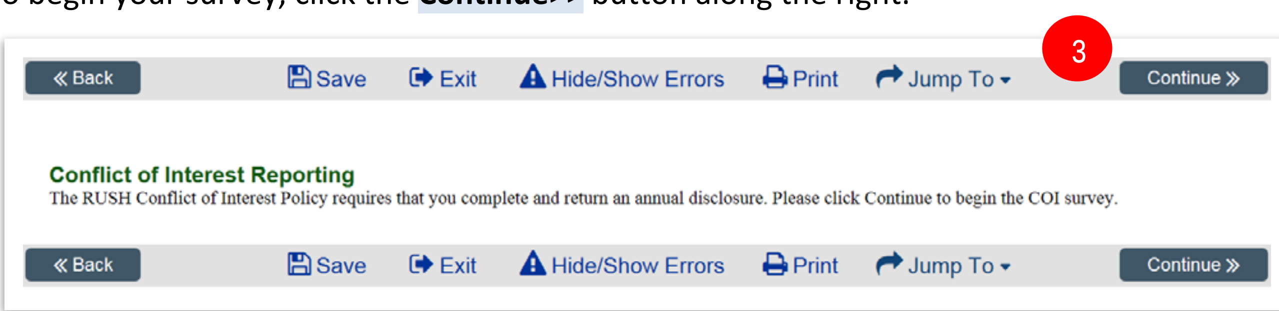


Note: If your password has expired, please change your password at the following link: [Reset My Password](). For further help, please call IS help desk at (312) 942-4357.

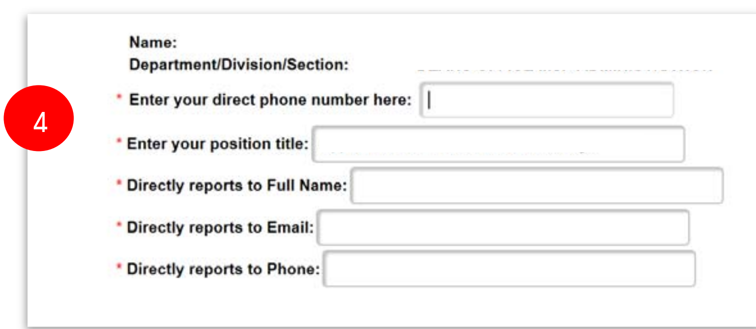
2) To access your survey, log in and click the **Create/Edit COI** button (located on the left under Pre-Submission).



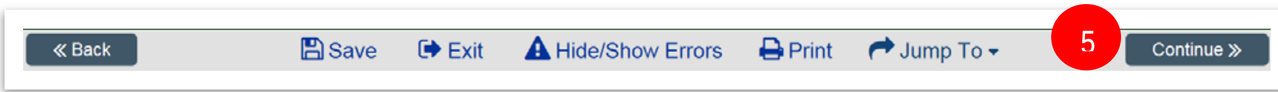
3) To begin your survey, click the **Continue>>** button along the right.



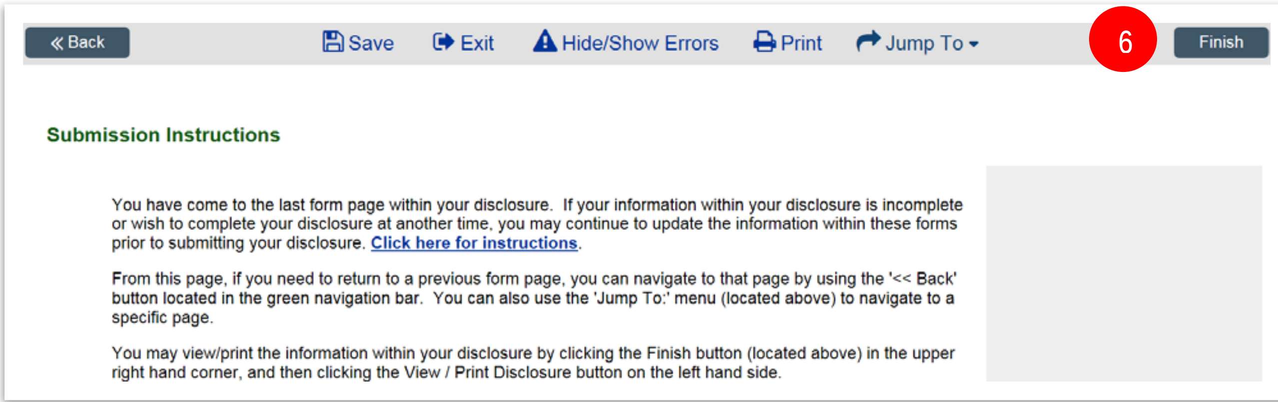
4) Update your personal information and answer each question with an asterisk(*). Note: A red asterisk (*) indicates a required field and must be answered before moving on to the next page.



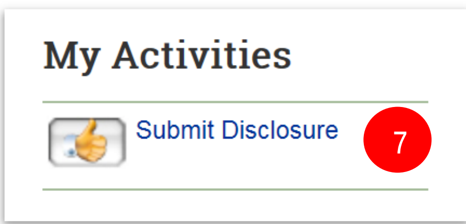
5) After answering each question, click the **Continue>>** button (along the right) to navigate to the next page.



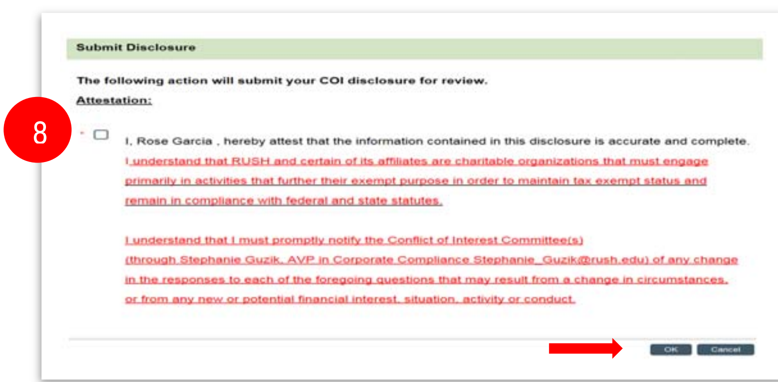
6) When you reached the **Submission Instructions** page, click the **Finish** button (upper right corner). You will be taken back to the main page where you can submit your disclosure.



7) **IMPORTANT**: In order to submit your disclosure, you **must** click the **Submit Disclosure** button (located on the left column under **My Activities**). If you miss this step your disclosure will be incomplete.



8) If there are no errors or missing information found in your disclosure, you will receive the **Attestation Statement**. Review the attestation, check the white box □ and click **OK** at the bottom of the page. A confirmation will be sent to your email that your survey was successfully submitted. **End**



Note: If errors or missing information are found, red hyperlinks will appear at the bottom of the page. Click on the red link(s) and fill in the missing information; continue steps 5-7 to submit your disclosure. For additional help, please call Rose Garcia at 312-942-0287.