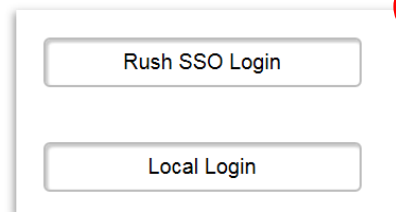


# COI Survey Instructions

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:

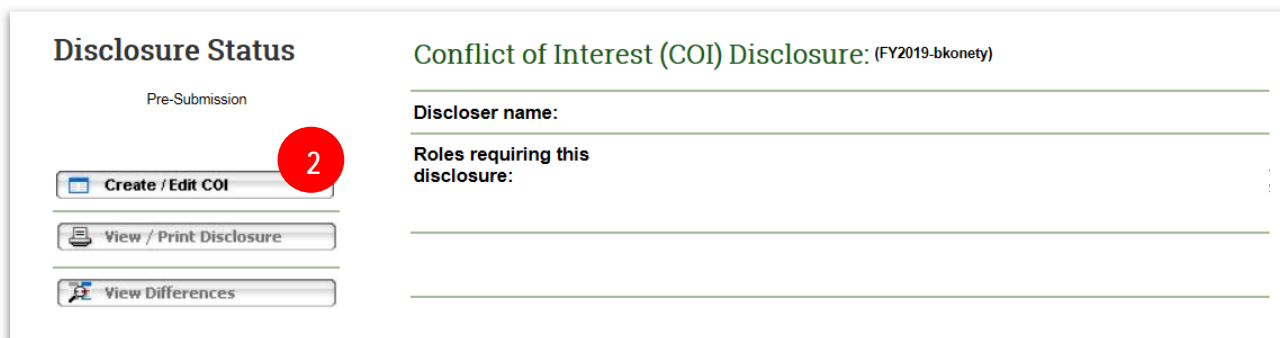
- For **Internal Users**, click the "Rush SSO Login" button. You will be prompted to sign in with your Rush SSO (Single Sign On) credentials.
- For **External Users**, click the "Local Login" button and enter your user name and password.



A screenshot of a login interface with two buttons: "Rush SSO Login" and "Local Login". A red circle with the number "1" is positioned to the right of the buttons.

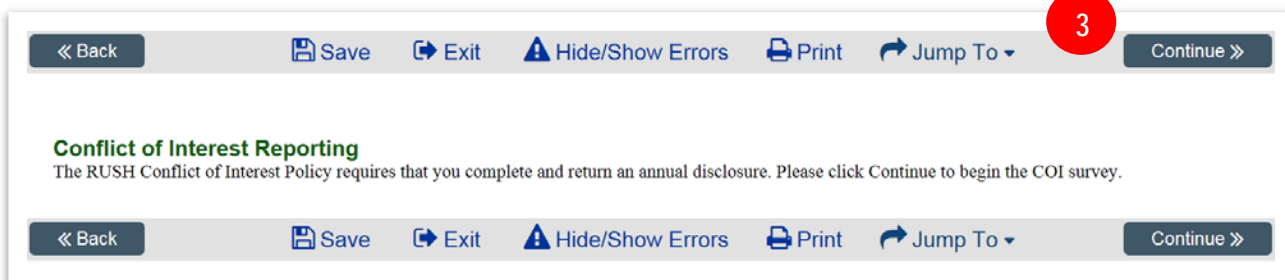
**Note:** If your password has expired, please change your password at the following link: [Reset My Password](#). For further help, please call IS help desk at (312) 942-4357.

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




A screenshot of the "Disclosure Status" page. On the left, under "Pre-Submission", there are three buttons: "Create / Edit COI", "View / Print Disclosure", and "View Differences". The "Create / Edit COI" button is highlighted with a red circle containing the number "2". On the right, the page title is "Conflict of Interest (COI) Disclosure: (FY2019-bkonety)" and there are input fields for "Discloser name:" and "Roles requiring this disclosure:".

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



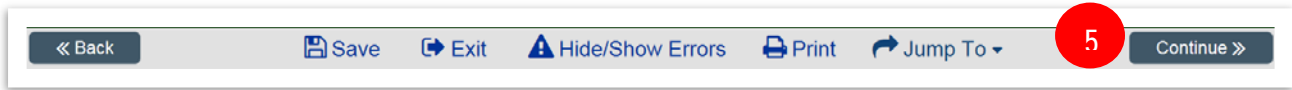
A screenshot of the "Conflict of Interest Reporting" page. At the top, there is a navigation bar with buttons: "<< Back", "Save", "Exit", "Hide/Show Errors", "Print", "Jump To", and "Continue >>". The "Continue >>" button is highlighted with a red circle containing the number "3". Below the navigation bar, the page title is "Conflict of Interest Reporting" and the text reads: "The RUSH Conflict of Interest Policy requires that you complete and return an annual disclosure. Please click Continue to begin the COI survey." At the bottom, there is another navigation bar with the same buttons as the top one.

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.

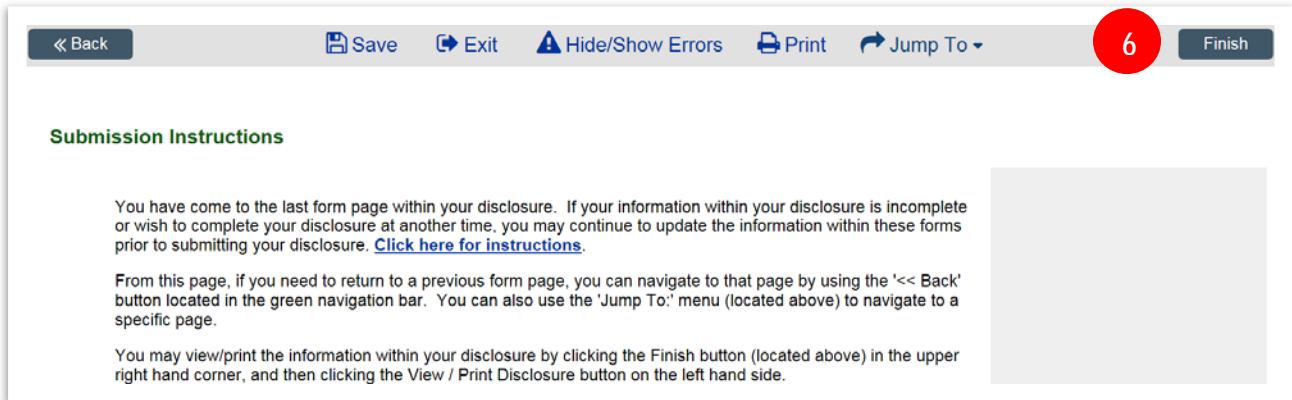


A screenshot of a form for entering personal information. A red circle with the number "4" is on the left. The form fields are: "Name:", "Department/Division/Section:", "\* Enter your direct phone number here:", "\* Enter your position title:", "\* Directly reports to Full Name:", "\* Directly reports to Email:", and "\* Directly reports to Phone:". Each field has a text input box.

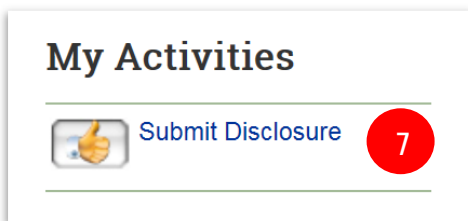
- 5) After answering each question, click the **Continue>>** button (along the right) to navigate to the next page.



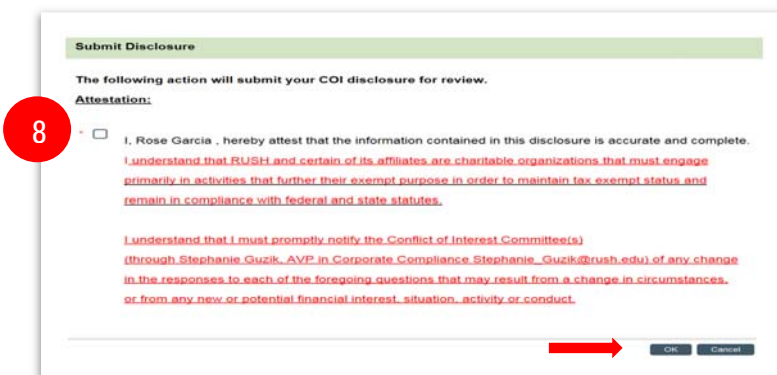
- 6) When you reached the **Submission Instructions** page, click the **Finish** button (upper right corner). You will be taken back to the main page where you can submit your disclosure.



- 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.