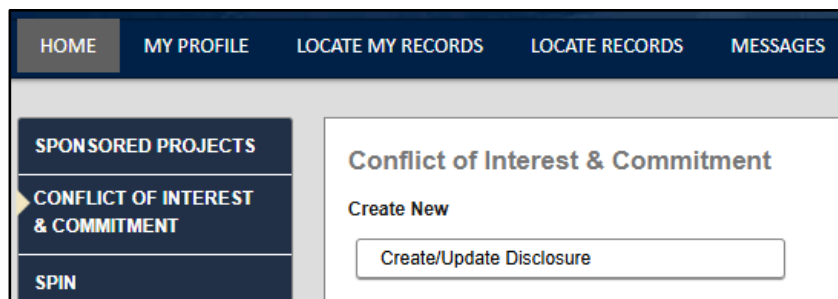


Getting Started

1. Navigate to InfoEd at <https://uri.infoedglobal.com> and log in with your URI ID and password.
2. In the left navigation pane, select “**Conflict of Interest & Commitment.**” Click “**Create/Update Disclosure**” and review the instructions.



3. In the “Create/Update Disclosure” screen, click “**Edit/Submit Disclosure.**”
4. A new window will appear with the Disclosure Form. Complete Parts 1 – 7. Any question with a red asterisk (*) is mandatory and must be answered for the disclosure to be completed.

Part 1: Financial Interests

1. If you answer “Yes” to any of the questions in Part 1, Part 1A will appear and you must add at least one entity.

PART 1A. FINANCIAL INTERESTS DETAILS

You have indicated a financial interest in Part 1. Please add information about the Entity(s) and Activity below.

Type in the name of your entity and click 'Add New Entity.'
If you cannot find your entity in the pre-existing list, please add 'Other New Entity' and type in the name of your Entity in the displayed text box.

▼ Add New Entity

2. To add an entity, type the name of the entity in the “Add New Entity” box. As you type existing entities will appear. Choose the correct entity and click “+Add.” If you cannot find your entity, search for and select “Other New Entity” and type the name in the text box.
3. Fill out the requested information.
4. If you have more than one activity at a single entity, click the “+Add” button after the “Add New Activity” heading.
5. If you have financial interests with more than one entity, add subsequent entities in the “Add New Entity” field and complete the process again.

Add New Activity

Part 2: Outside Activities

1. If you answer “Yes” to this question, a text box will appear. Provide details about your outside activities here.

Part 2. Outside Activities

Outside Activities are activities, such as external consulting, personal businesses, and professional and academic endeavors, performed outside of the Investigator's appointment to the University.

Yes ☒ No ☐ * I have an Outside Activity to disclose.

* If Yes, please describe activity:

Part 3: Sponsored Travel

1. If you answer “Yes” to this question, you will be asked to provide details about each trip. Click the “Add New Travel” link.

Part 3. Sponsored Travel

Yes ☒ No ☐ * In the past 12 months, have you or a member of your family (spouse and dependent children) received travel reimbursement or sponsored travel (e.g., travel expenses paid on your behalf) of any value **related to your institutional responsibilities?**

* Provide details on each trip.

* Select the entity associated with this trip.

2. To add an entity, type the name of the entity in the “Select the entity associated with this trip” box. As you type existing entities will appear. Choose the correct entity and click “+Add.” If you cannot find your entity, search for and select “Other New Entity” and type the name in the text box.

3. Fill out the requested information.
4. If you have other trips to report, click the “Add New Travel” link and complete the process again.

Parts 4 – 5: Intellectual Property and International Engagement

1. If you answer “Yes” to any of these questions, fields will appear. Provide the requested information about your interests and activities here.

Part 4. Intellectual Property (IP)

Yes ☒ No ☐ * In the past 12 months, have you or a member of your family (spouse and dependent children) received payments in any amount for any intellectual property rights and interests (e.g., patents and copyrights assigned or licensed to a party other than URI) **related to your institutional responsibilities?**

* To whom does this Intellectual Property relate?

Part 6: Exemptions to RI State Ethics Code per the PPPA

1. Check “Yes” only if you believe you are pursuing an activity that is prohibited under the Ethics Code and need an exemption as outlined in the Public-Private Partnership Act. See the [URI Policy on Public-Private Partnerships in Research and Development](#) for more information.

Part 7: URI IP Rights Assignment

1. Read the provided information and click both checkboxes to assign IP rights per federal regulations and URI policy. Contact the [Office of Intellectual Property and Economic Development](#) for more information.

Certification

1. Review the certification language and click the checkbox to accept.
2. Click “Validate Mandatory Fields” at the top of the page to verify that all questions have been answered.
3. The form will lock if all required questions have been answered. If any questions were missed, a popup will appear directing you to the unanswered questions.

Close	Save	Validate Mandatory Fields <input type="checkbox"/>	Print	Submit
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4. Click “Submit” at the top of the page to send your completed disclosure to the Office of Research Integrity. You will receive email confirmation.
5. Follow the same process to update or correct your disclosure. New and changed financial interests, outside activities, and sponsored travel must be reported within 30 days.
6. For more information, visit the [Financial Conflicts of Interest and Conflicts of Commitment in Research \(RCOIC\) website](#).