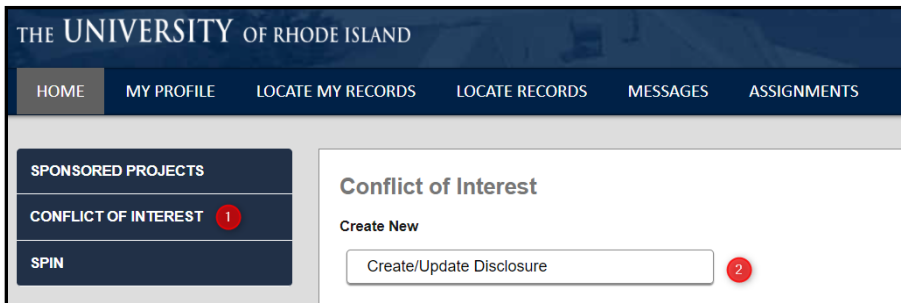
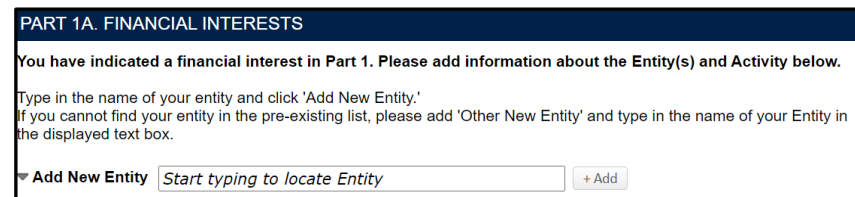


1. At the top of your browser window, type the URL:  
<https://uri.infoedglobal.com> and SELECT **Enter** on your keyboard.
2. At the prompt, **LOG IN** with your URI ID and password.
3. Below the Home tab, SELECT **“Conflict of Interest.”** SELECT **“Create/Update Disclosure”** and review the compliance instructions on the portal.

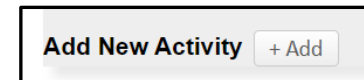


4. In the **“Create/Update Disclosure”** screen, SELECT **“Edit/Submit Disclosure.”**
  5. A new window will appear with the Disclosure Form. Answer Parts 1-6. Any question with a red asterisk (\*) is mandatory and **MUST** be answered for the Disclosure to be completed.
  6. Start with the questions in Part 1. If you answer **YES** to any question in Part 1, Part 1A will appear and you **MUST** add at least one Entity and associated Activity.
- NOTE:** If you answered **NO** to all questions in Part 1, you do not need to answer Part 1A; SKIP to #14 on this page.

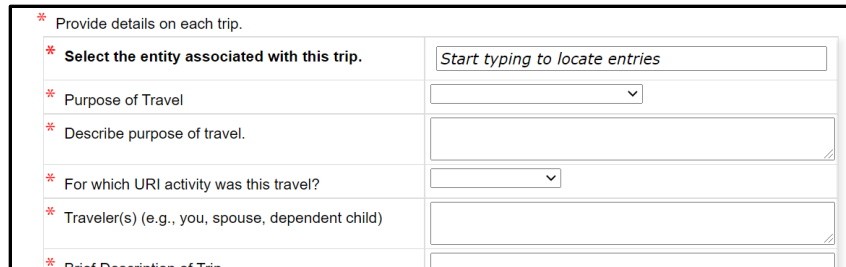
7. Part 1A will ask you to add information about the Entity for which you have a financial interest AND the activity associated with that Entity. To add an Entity, type in the name of the entity next to **“Add New Entity.”** As you type existing entities will appear. Chose the correct entity and click **“+Add.”** If you cannot find your Entity, please add **“Other New Entity”** and type the name of your Entity in the displayed text box.



8. Fill out the pertinent Entity information and the associated Activity/Interest. CLICK **“+Add”** next to **“Add New Activity”** to add more than one Activity for a single Entity.
9. If you have financial interests with more than one entity, add second Entity in the **“Add New Entity”** field and complete the process again.
10. Part 2 is asking specifically about **sponsored travel**. If you answer YES to any question in Part 2, a table will appear for you to provide details on the trip. To add an Entity, type in the name of the entity next to **“Select the entity associated with this trip.”** As you type existing entities will appear. If you cannot find your Entity, please add **“Other New Entity”** and type the name of your Entity in the displayed text box.



For multiple trips, select “Add New Travel” again.



\* Provide details on each trip.

* Select the entity associated with this trip.	<input type="text" value="Start typing to locate entries"/>
* Purpose of Travel	<input type="text"/>
* Describe purpose of travel.	<input type="text"/>
* For which URI activity was this travel?	<input type="text"/>
* Traveler(s) (e.g., you, spouse, dependent child)	<input type="text"/>
* Brief Description of Trip	<input type="text"/>

**10.** Part 3 asks about financial interests associated with **intellectual property**. If you answer YES to the question in Part 3, additional questions will appear that you MUST complete.

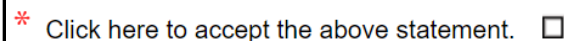
**11.** Part 4 asks about **international engagements**. If you answer YES to the question in Part 4, additional questions will appear that you MUST complete.

**12.** Part 5 explains the **Rhode Island Ethics Code**. Check YES only if you believe you are interested in pursuing an activity that is prohibited under the Ethics Code and requires consideration of requesting an exemption to the Ethics Code as outlined in the Public Private Partnership Act.

**13.** Part 6 is an assignment of **Intellectual Property Rights** as required by Federal regulation and University policy. Please contact the [Office of Intellectual Property and Economic Development](#) if you have questions.

**14.** Finally, review the Certification

language. When you are done, click to accept the certification



\* Click here to accept the above statement.

statement under “**CERTIFICATION**” to electronically sign the Disclosure.

**15.** SELECT “**Validate Mandatory Fields**” at the top of the page to verify that all questions have been answered. The form will lock if all questions have been answered. If any were missed, a popup will appear directing you to the questions that still require answers.



Validate Mandatory Fields  Print Submit

**16.** CLICK “**Submit**” at the top of the page to send your completed disclosure to the Office of Research Integrity.

**17.** Following submission, you will receive an email notifying you the submission is under review.

**18.** If you would like to update your submission, you can use the same process to correct or update your disclosure. New financial interests are required to be disclosed within 30 days of acquiring a new financial interest or reimbursed travel.

**19.** For more information on conflicts of interest, visit the Office of Research Integrity [COI website](#).