Duke Administrative Conflict of Interest (ACOI) Form Users’ Guide for the 2017-2018 Disclosure Period

Use the web browser Google Chrome or Mozilla Firefox to open the COI disclosure form in the COI Admin system: https://radapps.duke.edu/coi_form. You do not have to be at a Duke location or on the Duke network to access the system or complete the form.

Login
Log in using your NetID and password. Shibboleth multi-factor authentication (MFA) is required.
If you are unsure of your Net ID/password or need assistance with MFA, please contact the appropriate help desk.

School of Medicine/School of Nursing/Duke University Health Center:
Duke Health Technology Solutions (DHTS) – 919-684-2243

Campus:
Office of Information Technology (OIT) – 919-684-2200
The COI Annual Disclosure welcome page displays your current disclosure status and identifies your next step in the disclosure process. Follow the on-screen instructions to start entering your disclosure.

There are three training slides to review before entering the form.
Please note that in addition to the criteria in the first slide, some employees are called to disclose due to their job codes or org units.
The Navigation Menu

The Navigation Menu serves as a point of reference during the disclosure process. It tracks the status of each section of the disclosure form. When you have completed all sections, you will be prompted to submit your form.
There are two ways to navigate to the various sections:

- Click the section names on the Navigation Menu
- Click the Continue and Back buttons when available

Links to the Need Assistance page and to log out are available in the top right corner of each page.

NOTE: If you submitted a form last year, you will see a link to that form in the bottom right corner of the screen. Just click that link to view last year’s submitted form.
Demographics

On the Demographics page, certain fields will be pre-populated. You are required to fill in the remaining fields before submitting.

Fields in red are required. You will not be able to submit your form without completing all required fields.

The Print Preview link at the top right corner of the page allows you to look at your form in a printable format.
Assessment

The Assessment page displays a series of questions that must be answered. Your answer to each question determines what other sections and questions you will receive.

For more information about a specific question, click the Explain This link at the end of that question. You can also move your mouse over any underlined word in a question to see Duke’s definition of that word in the context of ACOI.

Some questions have fields that warrant a more extensive response than simply “yes” or “no.” These are required fields and you cannot proceed without completing them.

When you finish the Assessment section, use the Continue button to proceed to the next required section.
Relationships

Whether or not you need to complete the Relationships section is based on your answers to previous questions. This section helps Duke determine if you have a relationship with an entity that is of concern to the university or health system.

NOTE: If you reported relationships with entities last year and the answers on your current form indicate that you may have those relationships this year, the COI Admin application will pre-populate your COI disclosure form with the names of those entities.
Entities

The Entity page allows you to enter details about your relationship with a specific entity.

Special Instructions are provided to help you answer the questions. A standard list of entities is provided for you and you should select from this standard list whenever possible. When you find your entity in the entity search box, continue to answer questions about that entity.

If you do not see your entity in the list, type the full name and enter the profit/not-for-profit status followed by the public/non-public information.
To delete an entity, use the trash can icon beside the entity name in the sub-Navigation drop-down menu. A button to delete entities is also located at the bottom of the entity page.

NOTE: Users can also navigate among entities by clicking an entity’s name in the sub-Navigation drop-down menu.
After adding an entity and answering questions about your relationship, you will be asked if you need to add another entity. To include additional entities, click the Add link in the navigation menu; the system will also ask if you need to add another entity before continuing to the next section.

**Other Matters**

The Other Matters page displays additional questions that must be answered. When you complete this page, click the Continue button to go to the Submit section.
Submit Form

For each completed section, you will see a green check mark in the Navigation Menu signifying that section of the form is complete. Every section must have a green check before attempting to submit your form.

You will be asked if you have anything else to disclose to ensure that you are finished reporting information. If you answer “yes,” you will be asked to describe the matters of which you need to make Duke aware.

After completing these final questions, a button to submit your form will appear; click this button to submit your COI form.
Once you click Submit, you will see a pop-up window. Click OK to attest that all the information you entered is true.

You will then see a status page confirming that your form has been submitted successfully. Do not log out of the system until you see this receipt page. Although COI Admin automatically saves your responses periodically, we cannot guarantee all information is in the system until the receipt appears.
Click the Starting Page link to return to the page that shows your submission status and recent form activity. From this screen you can print, view and revise your submission, or choose to log out of the system.