What internet browser should I use to fill out my ACOI form?
The COI Admin software has been successfully tested on current versions of Google Chrome and Mozilla Firefox.

Do I have to be on the Duke network to complete my form?
No, you do not have to be at a Duke location or on the Duke network to fill out a COI form. COI Admin can be accessed from any location. All you need is an internet connection and a valid Duke NetID/password.

How many questions will I have to answer?
The COI Admin form will be tailored to your specific situation, so it is difficult to predict how many questions a specific employee may need to answer. You will be asked some very broad, high-level questions; if you answer “yes” to one of these, then you will be asked follow-up questions. If you answer “no” to all of the high-level questions, then you will not have any follow-up questions, and you will have to answer fewer than 20 questions. If you have complex situations, then you may have to answer many questions.

What if I do not understand a question?
There are several ways to get more information about a question. You can click on the “Explain This” link at the end of a question to get helpful information about that specific question. You can also move your mouse over any underlined word in a question to see the definition of that word in the context of ACOI.

How can I access different sections of the form?
There are a couple of ways for you to navigate through the form. You can go to the next section or return to the previous section by using the “Continue” or “Back” buttons. You can also jump directly to a section by selecting the section name in the navigation menu at the top of the screen.

How can I print my form?
Click the “Print Preview” link in the top right corner of the form, then choose File/Print in your internet browser.

How will I know when I am finished?
Within each section of the form, unanswered questions will be highlighted in red. Once all questions in a given section are answered, you will see a green check beside the section name in the navigation menu. Once all sections are complete, you can submit your form. When you have submitted your form, you will see a “receipt” page that will say something like “You have submitted your 2017-2018 Conflict of Interest Disclosure. Receipt Number: 123456.” You are not finished until you see this receipt page.
If I exit the form without submitting, will my data be lost?
No. COI Admin automatically saves your answers as you fill out the form. You may notice that an “all changes saved” notification appears briefly in the top right corner of the form (next to the print preview icon) each time you answer a question.

What should I do if I get a browser warning when I hover over an underlined word in a question?
The first time you hover over an underlined word in a question, you may see a warning that says “This page contains both secure and non-secure items. Do you want to display the non-secure items?” Just answer “yes” and continue filling out your form. (This warning is a known issue with Internet Explorer, and one of the reasons we recommend using Chrome or Firefox.)

What should I do if I see a blank box when I hover over an underlined word in a question?
If you hover over an underlined word in a question, you may see the definition display briefly and then disappear. To see the word definitions, we recommend using Chrome or Firefox. (This is a known issue with Internet Explorer; there is no fix at this time, but it will not prevent you from answering questions and submitting your form.)