Step 1 – Go to https://oric.utsa.edu and login using your myUTSA account (Researchers must complete COI training at least every four years thereafter).

• **Outside Researchers**: If you are an outside researcher (Non-UTSA), please follow these steps:

1. To create an VPR User account, please go to http://reeves2.it.utsa.edu/research-funding/conflict-of-interest/non-utsa-coi-training-account-registration/ and fill out the Non-UTSA COI Training Account Registration form:
2. Click the “Submit” button. You will get the following email confirmation from VPR Held Desk within 24-48 hrs. Please proceed to Step 2.

From: vprhelp@utsa.edu [mailto:vprhelp@utsa.edu]
Sent: Thursday, October 27, 2016 5:47 PM
To: Outside Researcher
Subject: Conflict of Interest website – Access Granted

Dear ____________,

You have been granted access to the Conflict of Interest Disclosure website at UTSA. You may access the site here: http://oric.utsa.edu.

Your username is vpr123 and your initial password is default. To ensure the security of your disclosure data, you will be prompted to change your password the first time you login.

If you have any questions or would like assistance, please contact our office at CCOI@utsa.edu.

 Regards,
Electronic Research Administration (eRA) Help Desk

Step 2 – To complete the COI Training and/or submit a “New Disclosure” from your Folder Page.

- Click the “Click Here to Complete the COI Training” bar to open the COI Training section (1) if you need to complete COI Training or if the training already expired. *Training must be completed every 4 years.*
- Click the “Click Here to File a New Disclosure” bar to begin the process of filing your Disclosure of Financial Interests (2).
Step 3 – Answering the acknowledgement and questions on the disclosure:

- Read carefully the Researcher Acknowledgement and check the box at the bottom of the page: **have read and understand the UTSA Acknowledgement**

- Click the “Next” button to move to the next page: **Financial Interests**.
- Read carefully and answer the following questions on the form either “Yes” or “No” as they pertain to you and your immediate family’s situation.

**Important Note:** If you do not answer a question on the site and/or provide additional entity information and you click “Next”, you will receive an error message on the top of the page and under the question(s) that was not answered.

**This is a required field; therefore, you must provide a response.**
Step 4 – Providing Corresponding Financial Interest (Entity) Information.

- To enter the financial interest information simply click the **“Click this button to enter a new entity”** button to begin entering information about the related outside entity/entities in which you have a significant financial interest. Do not click “Next” until you have added all the entities in which you have a significant financial interest (SFI).

After you have entered information about entity, click the “Next” button at the end of the page to move to the next page. Note: Any question(s) left unanswered will result in an error message in red under that question.
• After you have completed the information about the entity, click the “Submit” button to finalize the financial interest information.

**Important Note:** If you have previously submitted a disclosure, the system will pre-load saved information about any related outside entities in which you have a financial interest (note the orange “Click to update” button in the screen shot below). Please click the “Click to update” button to review and update the entity information. Please click the red “Click to delete” button to delete the entity if you no longer has a financial interest with the listed entity.

**Important Note:** Please look for the pop-ups through the site.
Step 5 – Repeat Step 4 for each related Financial Interest.

- Repeat step 4 for each related outside entity in which you have a significant financial interest or click the “Next” button to proceed to the next financial interest which you answered “Yes” to the Financial Interest questions (step 3).

Step 6 - Submitting your disclosure for review.

- Read carefully the “Certification” section (1), check the box at the beginning of the page and Click the “Complete and Submit” button (2) to finalize your submission:

**Notification:** You will be directed to the COI Home page where you will see a green box that indicates that your disclosure was successfully submitted:
You will also receive a confirmation email from the CCOI after submitting the disclosure of financial interest.

Dear Discloser,

The review of your 20XX Disclosure of Financial Interests submitted on 10/27/20XX at 3:51:47 PM is complete. No further action is required at this time. If you have any questions, please contact our office at 458-4233, or email us at CCOI@utsa.edu.

Thank you!

Regards,
CCOI