Conflict of Interest Annual Disclosure Process Using infoEd

1. You may skip to Step 3 if you are located on campus. If you are located off campus you will need to log into infoEd using the VPN provided by Wright State. The website to find instructions to install the VPN for a PC or MAC is: http://www.wright.edu/cats/vpn/

2. After the VPN is installed, start the VPN and enter the ‘Connect to:’ information as shown below along with your Wright State Username and Password. Click ‘Connect’.

3. Start infoEd by entering https://rspgateway.wright.edu/ in your browser and click on ‘Login’. If you are having trouble logging into infoEd, please contact David McMeans at david.mcmeans@wright.edu
4. Enter your Wright State Username and Password:

5. To start the disclosure process, click on ‘External Interests’ -> ‘Update’ as seen below. Note: The tabs along the left will vary depending on your privileges established within infoEd. If you do not have an ‘External Interests’ tab please contact Mandy Karper at amanda.karper@wright.edu or 937-775-3332.

Click ‘Create Initial Disclosure’ to open the electronic disclosure form.
6. **Introduction eForm**
This form provides the general instructions. After you read the instructions, check the ‘Completed’ checkbox to move on to the screening questions:

![Image of Annual WSU Significant Financial Interest Disclosure form]

7. **Screening Questions**
Check the appropriate ‘No’ or ‘Yes’ checkbox as you answer each question. A ‘*’ denotes a mandatory question. **Note:** Question 3 will appear only if you answer ‘Yes’ to Question 0. After you have answered each question, check the ‘Completed’ checkbox to move on to the additional questions as required.

![Image of additional screening questions]

After you respond to specific questions, you may receive the following prompt. Please select ‘OK’ to move to the next question.

8. **Filling in Additional Information.**
Based on your answers to the screening questions, additional data collection forms may appear related to public entities, private entities, travel, and intellectual property. Below are a few tips to complete the eforms:

- A ‘*’ denotes a mandatory question that must be answered
- Always check the ‘Completed’ checkbox in the upper right hand corner of the form to move on to the next step

9. **Some eforms will collect data in a table format.**
Click ‘Add’ to add a row to the eform and complete the information. If you need additional rows, click ‘Add’ for each row you need.

Below is an example. Once you have filled in the information, make sure you click ‘Save’.
A completed table is shown below. Once the table is complete you must check the ‘table complete’ checkbox. Note that you can open or delete a row if you need to make changes.

9. **Certification**
Once you have completed all of the questions, you will need to certify that the information is correct. Check the ‘I have read this page’ checkbox and click ‘Submit’.

![Annual WSU Significant Financial Interest Disclosure](image)

Certification

I certify that the above information is complete and true to the best of my knowledge and that I have read the University’s policies and procedures related to conflict of interest. Appropriate Institutional Officials will review this information in confidence. By clicking below, I acknowledge that the information may be disclosed to persons and entities, including but not limited to the VP and AVP of Research, University personnel, research sponsors, state and federal oversight agencies, as necessary to comply with terms of grants, contracts or other agreements and to determine and ensure compliance with applicable laws, regulations, policies, and procedures.

I acknowledge my obligation to submit an updated form when there is a change in my activities or financial interests related to my institutional responsibilities. Additionally, if I am Principal Investigator on a sponsored project, I understand that it is my responsibility to ensure that other members of the research team submit their disclosures and update those disclosures on an ongoing basis as their circumstances change.

Check the box below to certify that you have read this page.

I have read this page: ☑

Submit: (Once you have submitted, your disclosure will be saved as a PDF. You can always see it here or you can print it for filing.)
Once you have submitted your disclosure, you can open/save your disclosure form as a .pdf file by clicking on the icon below.

Click **Done** in the upper left corner to finish the process.