University of Tennessee

Quick Guide for Disclosers

Target Audience – This guide is useful for everyone using the Dash Research COI system

Purpose—All UT and some non-UT personnel are required to update their disclosure profiles at least yearly. In addition, some personnel will be notified to review their profiles for updates as required by UT policy. This quick guide instructs personnel on creating and maintaining their disclosure profiles in DASH Research COI.

How to use – The guide will list labels as shown in the application in bold. A bold and italicized label in the instructions is your indication to make that selection.

1. Receive Email

- Users will receive an email when they need to update their University of Tennessee disclosure profile.
- Click the link in the notification "Disclosure Profile for UT Discloser (DP00000672)"

To:	UT Discloser
Link:	Disclosure Profile for UT Discloser (DP00000672)

- You can also access the Huron COI System at https://coi.dash.tennessee.edu. The application will open to the DASH Research Dashboard and your **My Inbox** tab.
- 2. Click Dashboard.
- 3. Click *Disclosure Profile for Your Name* below the name column to start the disclosure process.

2 Dashboard	Agree	Agreements		COI		Grants				
Page for Discloser Name										
Create 💌		My Inbox		My Reviews						
Recently Viewed		My Inbo	x v 😯	ID	•	Enter text to	search		Add Filter	🗙 Clear All
Recent Pinned No browsing history data to display.	to	ID		Name				Date Created	■ Date Modified	State
		📄 DP00	000 3	Disclosure Pr	ofile fo	or Discloser N	ame	6/24/2024 2:58 PM	6/24/2024 2:58 PM	Action Required

4. Click the *Edit Disclosure Profile* button.

	Dashboard	Agreen	nents	COI	Grants			
	Disclosures	Requests	Certifications	e Plans	Triggering Ev	Triggering Events Rep		s Help Center
CO	I > Disclosures > Dis	sclosure Profile	for Discloser Nar	ne				
	Request Pre-App	roval	Disclosure	e Profile	for Disclose	r Name		
	Request FIE-Appl	loval			Instruction C	Senter	_	
	Complete Disclosure Update	e Profile	Action Required Review disclosure information is curre Profile Update bu	information in ent and accura itton.	the disclosure profile. V ate, click on the Comple	Vhen all disclosure te Disclosure	Reason The disclosure profile and has never been completed	e is new
		4	Edit Disclosur	e Profile				

- a. Red Asterisks indicate the field is required.
- b. Help Text is available to provide more information by clicking the ? bubbles.

- c. Additional questions may be displayed depending on a previous response.
- d. If you have any questions regarding UT Policies or with the wording of questions, please contact your campus COI Office.
- 5. Read through and respond to each smart form question, clicking the *Continue* button located at the bottom right of the screen to move from section to section of the smart form.



- 6. There are two ways to submit the disclosure to your supervisor for review.
 - a. Click the **Submit Disclosure Profile** button from the **Complete Disclosure Profile** section.

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Destructions and	Editing: DP00013410 Go to forms menu 🖶 Print 👻 😢 Help								
Policies	Complete Disclosure Profile								
UT General Disclosures									
	The following has occurred:								
Entity Disclosure Information	Discloser manually updated the disclosure profile								
Complete	Next Steps:								
Disclosure Profile	1. Click the Submit Disclosure Profile button below after all necesary updates have been made to the Disclosure Profile.								
	Submit Disclosure Profile								

OR

b. Click the Save and Exit button from the Complete Disclosure Profile section and then click the Complete Disclosure Profile Update from the workspace in the left side menu.

