University of Tennessee
Quick Guide for Disclosers

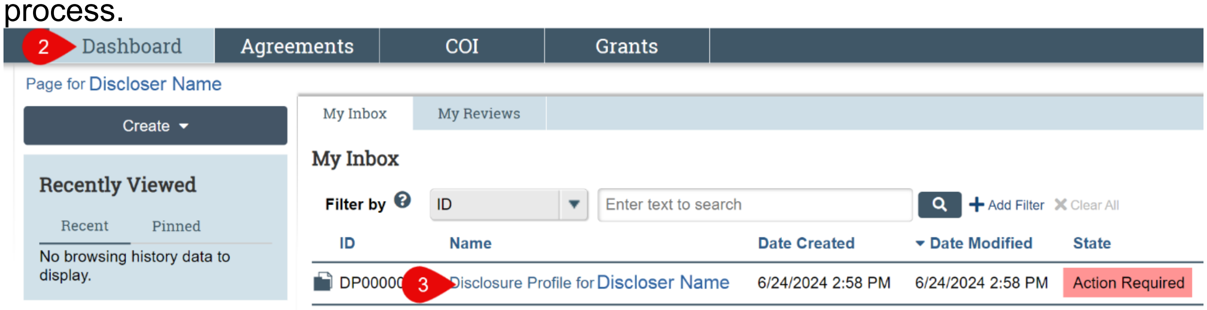
Target Audience – This guide is useful for everyone using the Dash Research COI system

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.



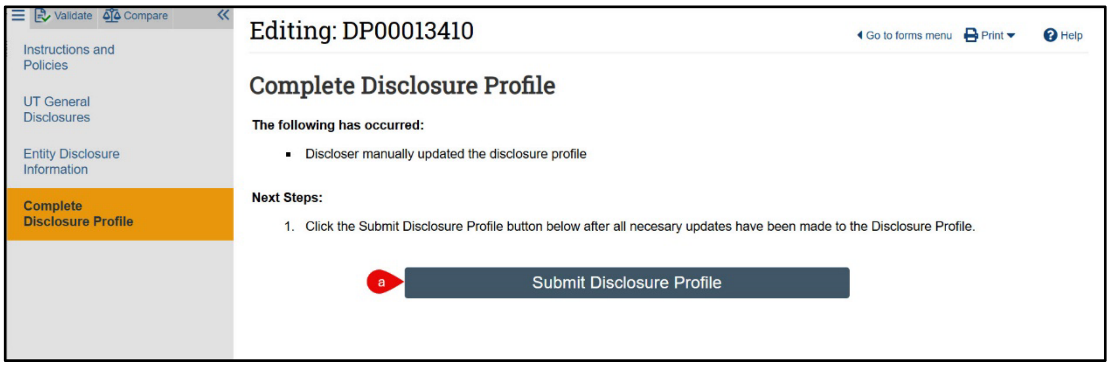
4. Click the ***Edit Disclosure Profile*** button.

    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.



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.