



**InfoEd**

**Outside Interest Disclosure Guide**

## Introduction

The following guide is designed to walk you through the process of creating an outside interest disclosure. *This guide does not provide guidance for completing the disclosure using a mobile device or tablet.*

As you navigate through the steps for conflict of interest submission, please ensure you mark the “Complete” checkboxes as noted in this guide. Ensure the green check marks appear beside or underneath the respective sections you’ve completed. You will not be able to submit your disclosure until each section is completed.

## Navigating to the Annual Disclosure Form

1. Login with your SLU username and password at <https://slu.infoedglobal.com> . Or you can go to mySLU tools and choose InfoEd:



2. On the Home tab, click [Create Initial Disclosure](#) , [Edit/Submit Current Disclosure](#) , or [Recertify or Update Disclosure](#) (see next page) towards the bottom right of the screen. A new window will open.

A screenshot of the Saint Louis University InfoEd web interface. The top navigation bar includes the university logo and the text "SAINT LOUIS UNIVERSITY". Below this is a menu with items: Home, My Profile, My Items, Search For Items, Contacts, Calendar, Messages, and Things to Do. The main content area is divided into several sections. On the left, there are icons for "Conflict of Interest", "My Projects", and "SPIN". The "Messages" section shows "Inbox" and "New Mail" buttons, with a message "No messages were found for this folder." The "Things to do" section has a "Filter by Area" dropdown and "Show Completed Items" and "Display Options/Sorting" links, with a message "No Records/Items need your attention". The "Conflict of Interest" section is titled "External Interests and Outside Activities Disclosure" and contains a "Discloser Profile" form with fields for ID, Name, Title, Department, and Last Disclosure. The "Last Disclosure" field is currently empty and labeled "None on file". Below the form, there is a note: "Annual disclosure period is October 18 - November 17, 2017. Updates for significant changes and travel information are always welcome." A red arrow points to a blue button labeled "Create Initial Disclosure" at the bottom of the page.



- Sponsored Projects
- Conflict of Interest
- SPIN

Things to do

Filter by Area Show Completed Items Display Options/Sorting

No Records/Items need your attention

Conflict of Interest

Saint Louis University

External Interests and Outside Activities Disclosure

Discloser Profile

ID  
Name  
Title  
Department /  
Last Disclosure

Please submit your 2018 Disclosure on or before November 20.

View Last Disclosure Edit/Submit Current Disclosure Edit/Submit Travel



- Sponsored Projects
- Conflict of Interest
- SPIN

Things to do

Filter by Area Show Completed Items Display Options/Sorting

No Records/Items need your attention

Conflict of Interest

Saint Louis University

External Interests and Outside Activities Disclosure

Discloser Profile

ID  
Name  
Title  
Department  
Last Disclosure

Please submit your 2018 Disclosure on or before November 20.

View Last Disclosure Recertify or Update Disclosure Edit/Submit Travel

# Outside Disclosure Submission

1. Verify the information provided and certify you have been trained on the relevant COI policies by clicking. A [green check mark](#) will appear under General Information.

**General**  
**Information** **Screening**  
✓ → **Questions** → **Additional Information**

Welcome! The University is excited to roll out this new system for disclosure, review, and management of conflicts of interest (COIs). You have been identified as a faculty member.

**You are required to complete the Outside Interest Disclosure regardless of whether you have any outside relationships. If you do not have any outside relationships, you must still complete the disclosure.**

This new system brings several changes to the disclosure and review process related to Conflicts of Interest at SLU:

1. This is the only disclosure for outside financial relationships and other outside interests, no matter how many roles you have at the University. This reduces the number of disclosures you need to complete.
2. The disclosure will be shared between administrative offices, and the offices will work together on reviews. This will decrease questions about differences between offices.
3. Since there is a single disclosure for multiple Conflict of Interest policies, the scope of the questions has changed to encompass multiple policies.
  - a. The disclosure system uses branching logic so you will only answer questions that apply to your role(s) and your answers on screening questions.
  - b. You must disclose all financial interests, regardless of value. Disclosure will be in brackets (e.g., 0-\$4,999, \$5,000-9,999, etc). You will not be required to disclose interests valued at \$10,000 or more.
4. Training has been integrated in the system, and we are phasing out the CITI conflict of interest course moving forward.

To start, please [go here to watch the training video](#).

\*  **Please certify you have been trained on the relevant COI policies for your position.**

**Banner ID:**  
[Redacted]

**Department:**  
Saint Louis University

**Position(s):**  
Clinician

2. Complete the [Screening Questions](#) and check the [Complete](#) box when finished.

**General**  
**Information** **Screening**  
✓ → **Questions** → **Additional Information**

Please answer the following questions, then check the box marked 'complete' on the right hand side of the page.

Do not include responses about externally-sponsored travel on this form. Travel should be disclosed using the edit/submit travel button in the Conflict of Interest Widget on your home page.

1. Have you or your **immediate family** received or expect to receive any personal compensation, payments, or have another financial interest from an Outside Entity? **?**  
 Yes  No
2. Have you or your **immediate family** received or expect to receive any gifts, promotional items, favors, or transfers of value from an Outside Entity?  
 Yes  No
3. Did you or your **immediate family** participate or do you anticipate participating as a non-compensated administrator for an Outside Entity? **?**  
 Yes  No
4. *This question does not apply to you based on your position and/or previous responses.*

For instructions on completing the disclosure, please [visit here](#)  
If you have questions or need assistance, contact [infoedhelp@slu.edu](mailto:infoedhelp@slu.edu)

3. If you answered no to each of the screening questions, skip to step 9.
4. If you answered yes to any of the Screening Questions, you will need to add each Outside Entity you have a relationship with.
  - A. To locate an Entity, start typing any portion of its name in the [Search Field](#).
  - B. Select the [Entity](#) you are looking for from the list of results.
  - C. Select [Add](#). Repeat for any additional Entities.

*If an entity is not found, confirm spelling is correct before determining it is not on the list. Fully type in the entity's name and click "Add" to add the entity to the list.*

5. After adding all Entities, click the [Folder](#) in the Open column to access the Entity Summary Questionnaire.

Entity Name	Completed	Open	Delete
Saint Louis Science Center	<input type="checkbox"/>		

6. Complete the [Entity Summary Questionnaire](#) and check the [Complete](#) box when finished.

**SAINT LOUIS UNIVERSITY.**

**Saint Louis Science Center**

General Information ✓ → Screening Questions ✓ → Entity Summary → **Center** → Additional Information

Complete

**\* 1. Who has a relationship with this entity?**

- Self
- Spouse
- Dependent child
- Other

**\* 2. What is the nature of this Company?**

**\* 3. Identify all applicable relationships for you and your immediate family:**

- Speaker
- Advisor, Consultant
- Board Member
- Editor

7. Ensure each entity has a [green check mark](#) next to it indicating you have completed the Entity Summary Questionnaire.

**SAINT LOUIS UNIVERSITY.**

**Saint Louis Science Center**

General Information ✓ → Screening Questions ✓ → Entity Summary ✓ → Additional Information

Complete

1. To locate an Entity, which you have a relationship as described in any of the previous questions, start typing any portion of the name in the **Search Field**.  
2. Select the **Entity** you are looking for from the list of results.  
3. Select **Add**. Repeat for any additional Entities.

If an entity is not found, confirm spelling is correct before determining it is not on the list. Fully type in the entity's name and click "Add" to add the entity to the list.

Add to Add/Locate Entities

Entity Name (\*) denotes an external entity

Saint Louis Science Center	Completed ✓	Open	Delete
----------------------------	-------------	------	--------

8. Check the [Complete](#) box.

9. Complete the [Additional Information Question](#) and certify your [Disclosure Statement](#). A loading screen will appear.

**General Information** → **Screening Questions** → **Entity Summary** → **Saint Louis Science Center** → **Additional Information**

1. Do you have any additional information that may be relevant to your Outside Interest Disclosure?  
 Yes  No

2. \*  Please certify the reasonable accuracy and completeness of this Disclosure Statement.

10. Confirm that each section of your disclosure has a [Green Check Mark](#) next to it, signifying completion. If not, return to the sections by clicking on them. The section may be incomplete or the “[Complete](#)” box may not be checked.

Once each section has a [green check mark](#), click the [Submit](#) button. **Your patience is necessary and appreciated as the InfoEd system captures your submission.**

**General Information** ✓ → **Screening Questions** ✓ → **Entity Summary** ✓ → **Saint Louis Science Center** ✓ → **Additional Information** ✓

Do you have any additional information that may be relevant to your Outside Interest Disclosure?  
 Yes  No

\*  Please certify the reasonable accuracy and completeness of this Disclosure Statement.

11. A. Access a PDF of your submission for your records on the right side of the screen by clicking on the [PDF icon](#).

B. To finish, click [Done](#) in the top left of your screen which will close the window. Your submission is complete.

Done Back Outside Interest Disclosure

SAINT LOUIS UNIVERSITY.

**General Information** ✓ → **Screening Questions** ✓ → **Entity Summary** ✓ → **Saint Louis Science Center** ✓ → **Additional Information** ✓

Submitted Date: 25-Sep-2017 3:05:18 PM

Do you have any additional information that may be relevant to your Outside Interest Disclosure?  
 Yes  No

\*  Please certify the reasonable accuracy and completeness of this Disclosure Statement.

Additional Questions about this document? Please contact [infoedhelp@slu.edu](mailto:infoedhelp@slu.edu).