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](https://slu.infoedglobal.com). Or you can go to mySLU tools and choose InfoEd:

![InfoEd Login](image)

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.
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.

2. Complete the Screening Questions and check the Complete box when finished.
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.
6. Complete the **Entity Summary Questionnaire** and check the **Complete** box when finished.

7. Ensure each entity has a **green check mark** next to it indicating you have completed the Entity Summary Questionnaire.

8. Check the **Complete** box.

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.

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.

Additional Questions about this document? Please contact infoedhelp@slu.edu.