

Project-Specific Attestation

You can update your disclosure as follows:

Login to the InfoEd Portal

Click “Conflict of Interest” on the left side of the screen and click “Create/Update Disclosure.”

The screenshot displays the InfoEd Portal interface. At the top, there is a navigation bar with links for [Home](#), [My Profile](#), and [Log Out](#). Below this, a sidebar menu lists several options: Grant Proposals, Award Tracking, Financial Tracking, Compliance Protocols, [Conflict of Interest](#) (highlighted with a red arrow), and SPIN. The main content area is titled "Conflict of Interest" and is divided into two sections. The "Create New" section contains a "Disclosure" input field and a "Create/Update Disclosure" button, which is pointed to by a red arrow. The "Accessing Records/Reporting" section contains five buttons: "Locate records by using filters", "Show a listing of All my records", "Adhoc Reporting", "Pre-Defined Reports", and "Reviews Management".

You can also access the Conflict of Interest section on your homepage.

Select "Re-Certify or Update Disclosure"

Create/Update Disclosure

Western Carolina University

Conflict of Interest Disclosure

Discloser Profile

ID

Name

Title

Department

Division

Last Disclosure

Disclosures must be filed

- once every 12 months
- within 30 days of acquiring or discovering a new financial interest

View Last Disclosure (PDF)

Recertify or Update Disclosure

Complete the Disclosure by answering the questions on each page.

If you have not done so, already, please select "Yes" to question 2 on the pre-screening page to indicate you are applying for external funding.

INTRODUCTION

PRE-SCREENING QUESTIONS

TRAINING

ANNUAL DISCLOSURE QUESTIONS

RESEARCH-SPECIFIC QUESTIONS

TRAVEL

INTELLECTUAL PROPERTY

SIGN OFF AND SUBMIT

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Pre-Screening Questions

INSTRUCTIONS

Below, you will be asked to answer a set of Screening Questions, which will then allow the system to display the appropriate disclosure sections you need to complete.

Employee Type:

☒ Yes ☐ No As part of your WCU activities, are you or will you be responsible for the design, conduct, or reporting of sponsored research within this academic reporting year?
"Research" includes any externally funded projects.

Please indicate all sources of your research funding or any potential source for the Disclosure Period (check all that apply):

☐ Public Health Service (PHS)/National Institutes of Health (NIH)
☐ Department of Energy (DOE)
☐ National Science Foundation (NSF)
☐ Department of Defense (DOD)
☐ National Aeronautics and Space Administration (NASA)
☐ Other federal agency
☐ Non-Federal External sponsor(s)
☐ Internally funded (E.g. Provost Scholarship Development Grant)

List your project information under the question, “Please list the specific project(s) associated with this disclosure:”

Please indicate all sources of your research funding or any potential source for the Disclosure Period (check all that apply):

- ☐ Public Health Service (PHS)/National Institutes of Health (NIH)
- ☐ Department of Energy (DOE)
- ☐ National Science Foundation (NSF)
- ☐ Department of Defense (DOD)
- ☐ National Aeronautics and Space Administration (NASA)
- ☐ Other federal agency
- ☐ Non-Federal External sponsor(s)
- ☐ Internally funded (E.g. Provost Scholarship Development Grant)

Please list the specific project(s) associated with this disclosure:



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Please continue through the form and make sure there are no additional changes needed based on this funding or otherwise and click "Certify and Submit."

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Sign Off and Submit

By submitting this disclosure,

- I certify that the information contained in this form is complete and accurate to the best of my knowledge;
- I acknowledge my continuing obligation to complete and submit a new disclosure at least annually and to update my disclosure within 30 days if I acquire any new financial interests or other disclosable situations and within 10 days if I plan to engage in a new External Professional Activity for Pay;
- I agree to abide by the University's Policy on Conflicts of Interest;
- I understand that the University may impose consequences on me if I fail to comply with the University policy; and
- I have read the University's Policy on Conflicts of Interest and have contacted the COI Office with any questions about the Policy.

Once you have submitted your disclosure, it will be automatically routed to the COI Office or your supervisor as appropriate and you will receive an email confirming that your disclosure was successfully received.

☐ I have read this statement and agree to comply.

[Certify and Submit](#)

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