

How to Complete the Conflict of Interest (COI) Disclosure Form

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Questions? Email coi@cuanschutz.edu.

QUICK GUIDE

(These are quick, high-level directions. For more detailed directions, skip to the next page of this document.)

1. In your internet browser (recommended: Chrome or Firefox), please navigate to <https://era.cu.edu>.
 2. Select “Denver” or “Anschutz” from the drop-down.
 3. Login with your CU Denver/Anschutz username and password.
 4. Click on “Conflict of Interest” (left side of the screen).
 5. Click on “Create/Update Disclosure.”
 6. Click on the new disclosure button as noted below:
 - “Recertify or Update Disclosure” if you have submitted disclosure previously.
 - “Edit/Submit Current Disclosure” if you started but did not complete a disclosure.
 - “Create Initial Disclosure” if you have never submitted a disclosure.
 7. The following are basic principles to keep in mind:
 - Answer every question.
 - Save frequently using the **“Save” button** (top, right corner of the screen).
- ***Still need help with filling out the COI Disclosure Form? Review the [“Detailed Instructions”](#) portion of this document or the [“FAQs.”](#)***

SPECIAL NOTE FOR THOSE WHO HAVE PREVIOUSLY DONE A COI DISCLOSURE FORM

If you have previously filed a COI Disclosure Form:

- Previous disclosures on the old form will not populate to the new form
- The majority of the information you supplied in your last COI Disclosure Form will automatically populate to your new COI Disclosure Form **AFTER YOUR INITIAL DISCLOSURE** on the new form.
- ***It is imperative that you review and update previously disclosed information to ensure accurate and current disclosure.***

DETAILED INSTRUCTIONS

Accessing the COI Disclosure Form

Logging In

- In your internet browser, navigate to era.cu.edu.
- Select “Denver” or “Anschutz” from the dropdown.
- Use your CU Denver/Anschutz username and password to login.

➤ *Login troubles? Visit the [“FAQs”](#) at the end of this document.*

Navigating to the COI Disclosure Form within InfoEd

- Click on the “Conflict of Interest” module, which is on the left side of the screen.
- Click on “Create/Update Disclosure.”

- Enter the COI Disclosure Form by clicking on the new disclosure button as noted below:
 - “Recertify or Update Disclosure” if you have submitted disclosure previously.
 - “Edit/Submit Current Disclosure” if you started but did not complete a disclosure.
 - “Create Initial Disclosure” if you have never submitted a disclosure.

NOTE:

The screenshots provided in this document are examples. They may not exactly reflect the appearance of every individual’s COI Disclosure Form.

Section-by-Section Instructions

NOTE:

The screenshots provided in this document are *examples*. They may not exactly reflect the appearance of every individual's COI Disclosure Form.

Section “Instructions/Policy Overview”

- Read the section.
- Click the “Next” button (top, right corner of the screen).

Section “Self-Identify Questions”

- Answer and/or update all questions.
- Click the “Save” button (top, right corner of the screen).
- Click the “Next” button (top, right corner of the screen).

Section “Basic Education”

- **Read** the section.
- Check the “I certify that I have reviewed the above training.” box (bottom, left corner of the screen)
 - *This represents your annual COI required training*
- Click the “Save” button (top, right corner of the screen).
- Check the “Next” box (top, right corner of the screen).

Section “Fiscal Code of Ethics and Faculty Startup Policy”

- Read the section.
- Click the “Next” box (top, right corner of the screen).

Section “Compensation” (if applicable)

- Answer and/or update all questions.
- Click the “Save” button (top, right corner of the screen).
- Click the “Next” button (top, right corner of the screen).

Section “Foreign Influence” (if applicable)

- Answer and/or update all questions.
- Click the “Save” button (top, right corner of the screen).

- Click the “Next” button (top, right corner of the screen).

Section “Purchasing Section” (if applicable)

- Answer and/or update all questions.
- Click the “Save” button (top, right corner of the screen).
- Click the “Next” button (top, right corner of the screen).

Section “Teaching Section” (if applicable)

- Answer and/or update all questions.
- Click the “Save” button (top, right corner of the screen).
- Click the “Next” button (top, right corner of the screen).

Section “Involvement of Personnel Section” (if applicable)

- Answer and/or update all questions.
- Click the “Save” button (top, right corner of the screen).
- Click the “Next” button (top, right corner of the screen).

Section “Use of CU Denver | Anschutz Resources Section” (if applicable)

- Answer and/or update all questions.
- Click the “Save” button (top, right corner of the screen).
- Click the “Next” button (top, right corner of the screen).

Section “1/6the Rule” (if applicable)

- Read the section.
- Click the “Next” box (top, right corner of the screen).

Section “CU Anschutz” (if applicable)

- Read the section.
- Click the “Next” box (top, right corner of the screen).

Section “Entity List” (if applicable)

- Enter the Entity name in the box “Start typing to locate Entity”

Entity	Merck	Add Entity
---------------	-------	-------------------

- Wait for the entity to populate on the screen then select the best option

MERCK & Co., Inc.

MERCK (*)

MERCK Company Foundation

MERCK Consumer Care (*)

MERCK Foundation (*)

MERCK Genome Research Institute

MERCK Institute for Science Education

MERCK International

MERCK Pharmaceuticals (*)

MERCK Pharmaceuticals(*) (*)

MERCK Schering-Plough (*)

MERCK Serono (*)

MERCK Sharp & Dohme Corp

- Click the “Add Entity” button

Add Entity

- Answer and/or update all questions
- Click the “Save” button (top, right corner of the screen).
- Click the “Next” button (top, right corner of the screen).

Section “Other Interests” (if applicable)

- Answer and/or update all questions.
- Click the “Save” button (top, right corner of the screen).

- Click the “Next” button (top, right corner of the screen).

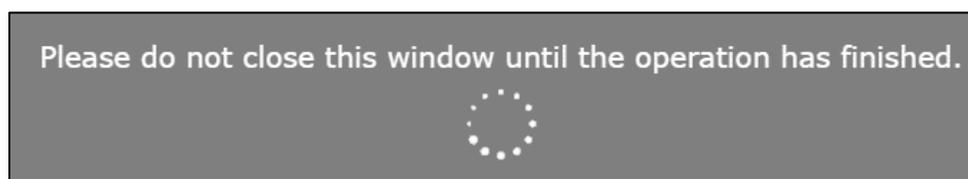
Certify and Submit

- Once all sections have been completed, click the “Certify and Submit” button (top, right corner of the screen).



The screenshot shows the top portion of a web form. On the left is the CU Denver | Anschutz logo. The main header area contains the text "CU Denver | Anschutz COI Disclosure Form" and "Last Saved Date: 12-Mar-2026 09:36:37 AM". Below the header is a navigation bar with four tabs: "INSTRUCTIONS/POLICY OVERVIEW", "SELF-IDENTIFY QUESTIONS", "BASIC EDUCATION", and "FISCAL CODE OF ETHICS AND FACULTY STARTUP POLICY". The "FISCAL CODE OF ETHICS AND FACULTY STARTUP POLICY" tab is currently selected. In the bottom right corner of the form area, there are three buttons: "Save", "Certify and Submit", and "Next".

- Wait for the form to submit and reload (*Do not exit/refresh this screen during this process*).



- COI Disclosure Forms that are successfully submitted are acknowledged by an email receipt.
- Typically, the receipt email is received an hour after submission, but it could take up to 24 hours to receive the receipt email.
- The receipt email will be sent to the email address that is saved in your InfoEd record.

FAQs

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What do I do if I'm not a CU Denver/Anschutz employee and I'm new to InfoEd?

- In order to access the COI Disclosure Form, you will need to acquire a CU Denver/Anschutz username and password.
- To do that, please request a Person of Interest (POI) number by filling out the form that can be found by clicking [HERE](#).

I have a CU Denver/Anschutz username/password. Why can't I login to InfoEd?

- Verify that you are at the correct URL: era.cu.edu.
- Select "Denver" or "Anschutz" from the drop down.
- Verify that you are using the correct username. CU Denver/Anschutz usernames are typically last name and first initial without spaces. For example, John Smith's username would likely be "smithj."
- Consider that your password may have expired. For security purposes, CU Denver/Anschutz passwords expire every ninety (90) days. If you are experiencing login difficulties, please contact the CU Denver/Anschutz Information Technology Help Desk (303-724-4357) to change your password.
- If you are a Person of Interest (POI), your POI sponsorship may have expired. Please contact the eRA Access team by emailing eRASupport@cuanschutz.edu or calling 303-724-0459.

How do I change my CU Denver/Anschutz password?

Please contact the CU Denver/Anschutz Information Technology Help Desk (303-724-4357) or go to the [Password Reset Page](#) to change your password.

How do I keep track of what sections I've completed?

The form is adaptive and generates the required sections needed as you answer the questions. The form will also identify any mandatory questions that **must** be completed (*you can right click on the notification, and it will take you to the mandatory question*).

The screenshot shows the 'COI Disclosure Form' interface. At the top, it displays the user's name 'Mark W Elder' and the date '05-Mar-2026 12:06:27 PM'. A notification box titled 'These Mandatory Questions need to be completed' is open, listing four self-identify questions. The main form area is titled 'COI Disclosure Form' and 'Last Saved Date: 05-Mar-2026 12:06:27 PM'. Below this, there is a section for 'FISCAL CODE OF ETHICS AND FACULTY STARTUP POLICY' with 'Save' and 'Next' buttons. The 'SELF-IDENTIFY QUESTIONS' section contains four questions with 'Yes' and 'No' radio buttons, and a text field for 'Credentials and/or degrees (e.g., MD, PhD):' with 'MS' entered. 'Back' and 'Next' buttons are visible at the bottom of the form.

Page	Question
Self-Identify Questions	Are you involved in any research at CU Denver Anschutz of its affiliates?
Self-Identify Questions	Are you in the United States on an Exchange Visitor Visa?
Self-Identify Questions	Are you an employee of CU Denver and/or CU Anschutz?
Self-Identify Questions	Do you have a spouse that also works for the University or any affiliated

SELF-IDENTIFY QUESTIONS

Yes No Are you involved in any research at CU Denver | Anschutz of its affiliates?

Yes No Are you in the United States on an Exchange Visitor Visa?

Yes No Are you an employee of CU Denver and/or CU Anschutz?

Yes No Do you have a spouse that also works for the University or any affiliated hospital?

Credentials and/or degrees (e.g., MD, PhD):

Back **Next**

CU Denver | Anschutz COI Disclosure Form

How can I navigate to a specific section or make a change to a section already completed?

You can navigate to any section by clicking on the box (section) and make edits as needed.

The screenshot shows the 'CU Denver | Anschutz COI Disclosure Form' interface. At the top, it displays the CU Denver | Anschutz logo and the title 'CU Denver | Anschutz COI Disclosure Form' with 'Last Saved Date: 05-Mar-2026 12:11:32 PM'. Below this, there is a navigation menu with the following sections: INSTRUCTIONS/POLICY OVERVIEW, SELF-IDENTIFY QUESTIONS (highlighted), BASIC EDUCATION, THE 1/6TH RULE, CU ANSCHUTZ, FISCAL CODE OF ETHICS AND FACULTY STARTUP POLICY, COMPENSATION, FOREIGN INFLUENCE, PURCHASING SECTION, TEACHING SECTION, INVOLVEMENT OF PERSONNEL SECTION, and USE OF CU DENVER | ANSCHUTZ RESOURCES SECTION. 'Back' and 'Next' buttons are visible at the bottom of the form.

CU Denver | Anschutz COI Disclosure Form Last Saved Date: 05-Mar-2026 12:11:32 PM

INSTRUCTIONS/POLICY OVERVIEW | **SELF-IDENTIFY QUESTIONS** | BASIC EDUCATION | THE 1/6TH RULE | CU ANSCHUTZ | FISCAL CODE OF ETHICS AND FACULTY STARTUP POLICY | COMPENSATION | FOREIGN INFLUENCE

PURCHASING SECTION | TEACHING SECTION | INVOLVEMENT OF PERSONNEL SECTION | USE OF CU DENVER | ANSCHUTZ RESOURCES SECTION

Back **Save** **Next**

How do I disclose more than one activity (e.g., speaker and consultant) for a given entity?

- Navigate to the *Entity List* section for the entity for which you want to add an additional activity/interest.
 - For help navigating to a specific section, please return to [page 9](#) of this document.
- Locate the table under the Entity (see screenshot below).
- Click on the “Add Activity/Interest” button under the entity table (see screenshot below).

The screenshot shows the 'Add Activity/Interest' form for the entity 'Merck (*)'. The form includes the following fields:

- Expand All Entities** (button)
- Entity** (text input: Start typing to locate Entity)
- Add Entity** (button)
- Collapse -** (button)
- Merck (*)** (entity name)
- Type of Activity:** (dropdown menu: Consultant)
- Who has the activity/interest?:** (dropdown menu: Self)
- Type of Interest:** (dropdown menu: Money (\$))
- Activity Status:** (dropdown menu: Previously disclosed relationship)
- Estimated Value—Past 12 Months:** (dropdown menu: \$5,000-\$9,999)
- Estimated Value—Next 12 months:** (dropdown menu: \$5,000-\$9,999)
- Approximate Number of Days—Past 12 Months:** (text input: 9)
- Approximate Number of Day—Next 12 Months:** (text input: 9)
- Activity Frequency:** (dropdown menu: Ongoing)
- Activity's Conclusion Date** (text input)
- Briefly describe the nature/purpose of the relationship(s) and your responsibilities for this entity:** (text input: Consulting for private company)
- Add Activity/Interest** (button)

The screenshot shows the 'Add Activity/Interest' form with the following content:

- Add Activity/Interest** (button)
- Yes No Do you have another activity to disclose for this entity?
- Please be sure to add all additional activities by clicking 'Add Activity/Interest' in the table above.**

- The COI Disclosure Form will provide an additional table that you can use to disclose the additional activity for the entity.
 - For more information about the Entity List section, please return to [page 5](#) of this document.

How do I remove an entity/activity?

- Navigate to the *Entity List* section for the entity for which you want to remove an additional entity.
 - For help navigating to a specific section, please see [page 9](#) of this document.
- Locate the table with the entity/activity you want to remove (see screenshot below).
- Click on the applicable “Delete Entity” button for the entity you want to remove or the “Delete” button for the

activity that you want to remove.

Collapse - Merck (*)		Delete Entity
Type of Activity: Consultant	Who has the activity/interest? Self	Type of Interest: Money (\$)
Activity Status: Previously disclosed relationship	Estimated Value—Past 12 Months: \$5,000-\$9,999	Approximate Number of Days—Past 12 Months: 9
Activity Frequency: Ongoing	Estimated Value—Next 12 months: \$5,000-\$9,999	Approximate Number of Day—Next 12 Months: 9
	Activity's Conclusion Date	Briefly describe the nature/purpose of the relationship(s) and your responsibilities for this entity: Consulting for private company
		Delete

➤ For more information about the Entity List section, please return to [page 5](#) of this document.

How do I disclose my reimbursed travel?

Reimbursed travel is disclosed by using a *separate* form from the COI Disclosure Form in InfoEd. You should not update and submit the COI Disclosure Form if you are *only* updating travel reimbursement. To complete your travel disclosure, please click [HERE](#).

How do I know that my COI Disclosure Form was submitted?

1. Receipt email

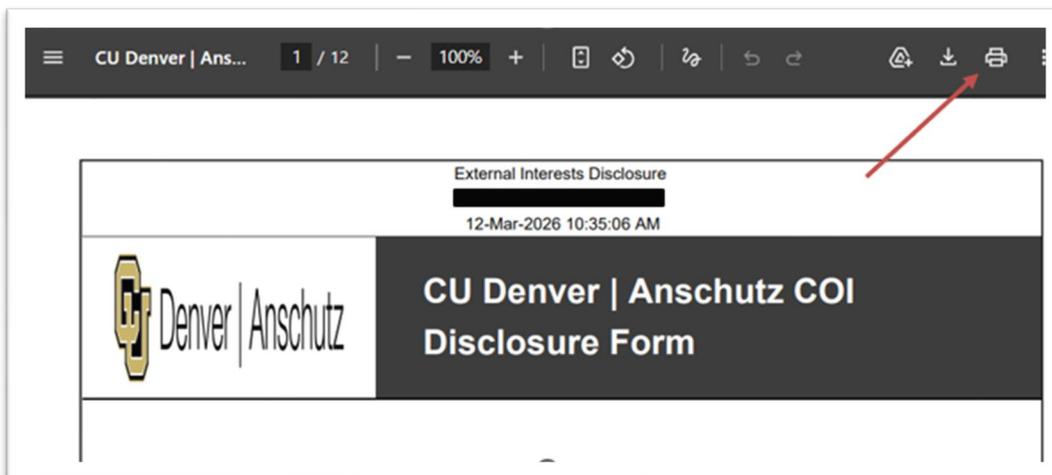
- COI Disclosure Forms that are successfully submitted are acknowledged by an email receipt.
- Typically, the receipt email is received an hour after submission, but it could take up to 24 hours to receive the receipt email.
- The receipt email will be sent to the email address that is saved in your InfoEd record.

How do I access and save my COI Disclosure Form for my own records?

1. Log in to InfoEd
2. Scroll to the “External Interests and Outside Activities Disclosure” window on the home page
3. Click on View Last Disclosure



4. Click Print



5. Select Print to PDF

