

---

# CU BOULDER – InfoEd

## COIC – PI Disclosure Guide

*Last Updated: 2021-12-21*

### Preface:

This guide provides an overview of how a PI navigates and submits a Disclosure of External Professional Activities (DEPA) Form in InfoEd for the Conflicts of Interest & Commitment Office (COIC).

---

## TABLE OF CONTENTS

1. LOG IN TO INFOED .....	1
2. NAVIGATE TO THE DEPA FORM.....	1
3. COMPLETE CONFLICT OF INTEREST AND COMMITMENT (COIC) TRAINING.....	2
4. CREATE OR EDIT THE DEPA FORM .....	3
IF THIS IS YOUR FIRST SUBMISSION: .....	3
IF YOU HAVE PARTIALLY COMPLETED YOUR DISCLOSURE: .....	3
IF YOU HAVE ALREADY COMPLETED YOUR FIRST SUBMISSION AND WOULD LIKE TO UPDATE YOUR DISCLOSURE:.....	4
5. CREATE A DEPA FORM.....	5
6. ENTITY INFORMATION.....	7
SEARCH FOR AN EXISTING ENTITY: .....	7
ADDING AN ENTITY THAT DOES NOT APPEAR IN THE LIST: .....	8
ADD MULTIPLE ENTITIES: .....	9
DELETE AN ENTITY:.....	10
7. SAVE A DISCLOSURE .....	10
8. SUBMIT A DISCLOSURE.....	10
9. PRINT A DISCLOSURE.....	12
10. VIEW LAST DISCLOSURE .....	12
11. VIEW ANY PREVIOUS DISCLOSURE .....	13
12. COMMUNICATIONS FROM THE COIC OFFICE.....	15
13. CONFLICT OF INTEREST AND COMMITMENT (COIC) CONTACT INFO .....	21

## 1. Log in to InfoEd

**Step 1:** Login to Boulder VPN

**Step 2:** Go to <https://era.cu.edu>.

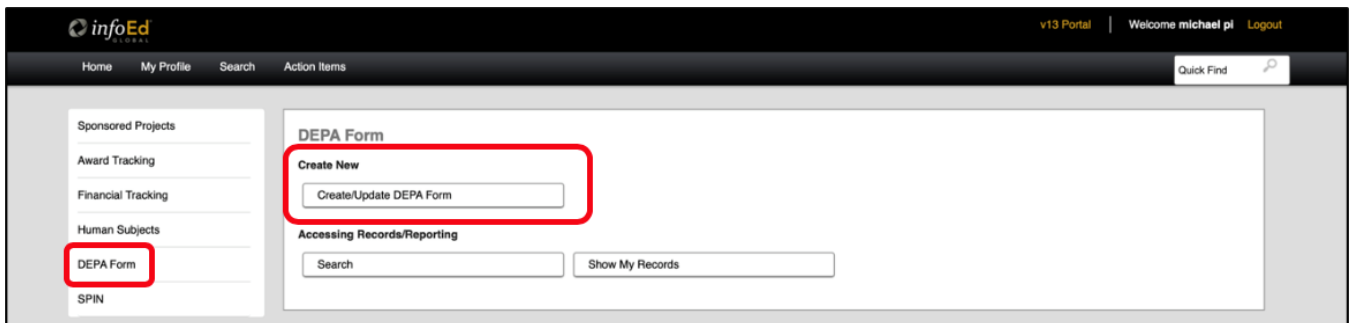
**Step 3:** Select **Boulder** from the campus drop-down menu.

**Step 4:** Enter your **IdentiKey** and **Password**. Click **Log in**.

## 2. Navigate to the DEPA Form

**Step 1:** Click **DEPA Form** in the left-side menu on the *Home* page.

**Step 2:** Click **Create/Update DEPA Form** when the screen refreshes.



## Conflicts of Interest & Commitment

RESEARCH AND INNOVATION OFFICE

### 3. Complete Conflict of Interest and Commitment (COIC) Training

You must complete the required COIC training before creating a DEPA Form. You must play the video in its entirety to access the DEPA Form.

**Step 1:** Click **Access Training Video** to watch the training video. Close the video window when the video has completed.

**Note:** A transcript of the training video is also available on this screen.

The screenshot shows a web interface titled "Create/Update DEPA Form" for the University of Colorado Boulder Campus. It displays a user profile for Barbara Schnell, Sr Proj Mngr, Proj Mngr Office. Below the profile, there is a red-bordered box containing instructions: "All university personnel submitting the DEPA Form are required to view this training video once per calendar year. Click the 'Access Training Video' button to watch this training video. Once completed, the button to access the DEPA Form will be active." Below this box is a button labeled "Access Training Video" which is circled in red. To the left of this button is a red arrow pointing to it from the text "Required COI Training Video". Below the "Access Training Video" button is a button labeled "Transcript for the Conflicts of Interest Disclosure Training" with a red arrow pointing to it from the text "COI Training Video Transcript". At the bottom of the interface is a button labeled "Create Initial DEPA Form".

**Step 2:** Once you have completed the training, the **“Create Initial DEPA Form”** button will be available for selection.

## Conflicts of Interest & Commitment

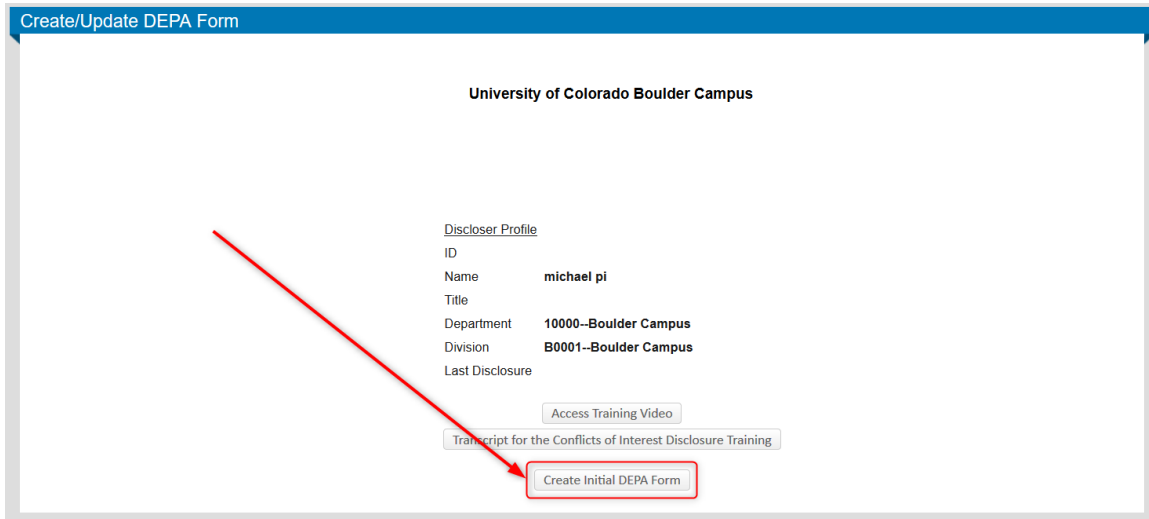
RESEARCH AND INNOVATION OFFICE

### 4. Create or Edit the DEPA Form

Once you have completed the required training, you can create and submit a disclosure.

#### If this is your first submission:

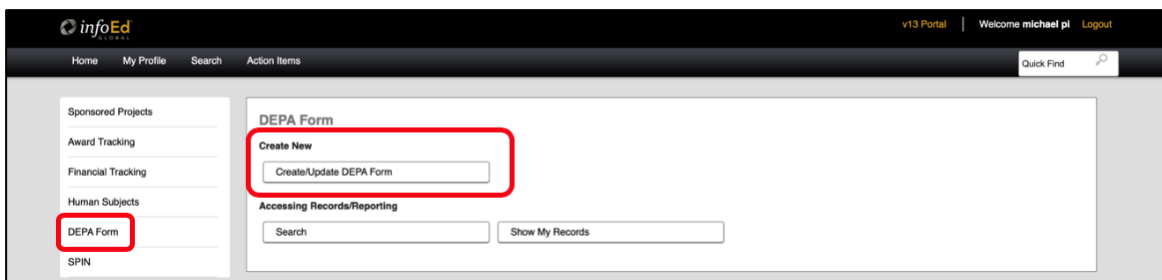
**Step 1:** If this is your first submission, click **Create Initial DEPA Form** after you have completed the training above.



#### If you have partially completed your disclosure:

**Step 1:** If you have partially completed, but not submitted, your disclosure and would like to complete your disclosure, click **DEPA Form** in the left-side menu on the *Home* page.

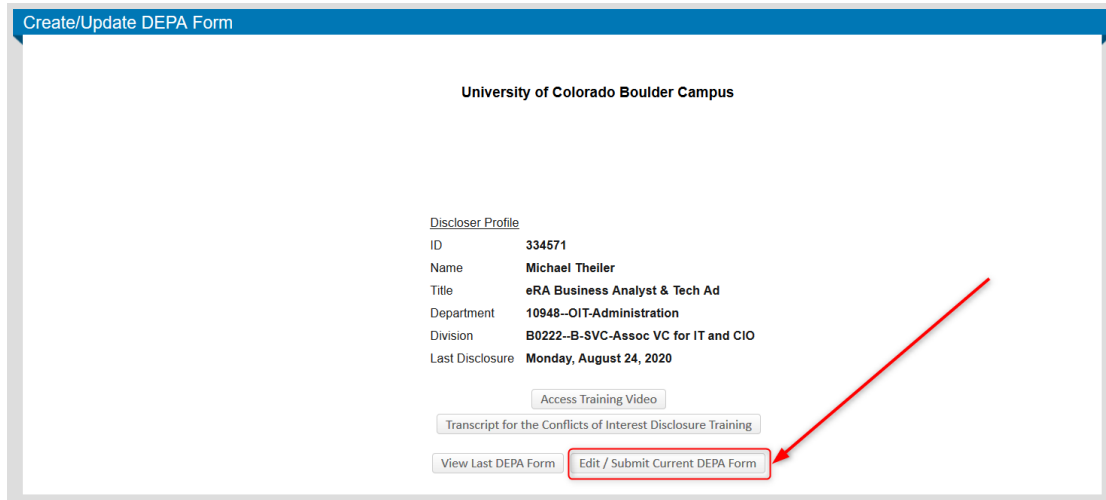
**Step 2:** Click **Create/Update DEPA Form** when the screen refreshes.



## Conflicts of Interest & Commitment

RESEARCH AND INNOVATION OFFICE

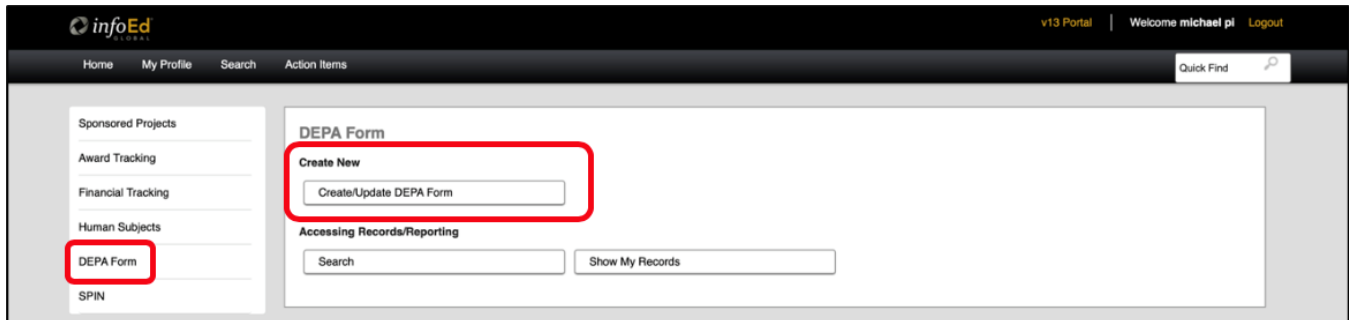
### Step 3: Click **Edit/Submit Current DEPA Form**.



**If you have already completed your first submission and would like to update your disclosure:**

**Step 1:** If you have already completed your first submission and would like to update your current disclosure, click **DEPA Form** in the left-side menu on the *Home* page.

**Step 2:** Click **Create/Update DEPA Form** when the screen refreshes.



## Conflicts of Interest & Commitment

RESEARCH AND INNOVATION OFFICE

### Step 3: Click Recertify or Update DEPA Form.

The screenshot shows a web interface for creating or updating a DEPA Form. At the top, there is a blue header bar with the text "Create/Update DEPA Form". Below this, the user's affiliation is listed as "University of Colorado Boulder Campus". A section titled "Discloser Profile" contains the following information:

ID	334571
Name	Michael Theiler
Title	eRA Business Analyst & Tech Ad
Department	10948--OIT-Administration
Division	B0222--B-SVC-Assoc VC for IT and CIO
Last Disclosure	Wednesday, August 26, 2020

Below the profile information, there are four buttons: "Access Training Video", "Transcript for the Conflicts of Interest Disclosure Training", "View Last DEPA Form", and "Recertify or Update DEPA Form". A red arrow points to the "Recertify or Update DEPA Form" button, which is highlighted with a red border.

**ATTENTION:** Do **NOT** select the “Recertify or Update DEPA Form” button to **VIEW** your DEPA Form. This will create another submission of the DEPA Form. If you need to **VIEW** your DEPA Form, please see **Section 11. View Any Previous Disclosure** on how to navigate to your previous Submissions.

## 5. Create a DEPA Form

Once you have navigated to the DEPA Form, you can create and submit a disclosure.

**Step 1:** It is recommended to click **ALL PAGES** in the left-side menu to display all fields you might need to complete when you originally create a disclosure.

**Note:** All sections of the DEPA Form are listed in the left-side menu.

**Step 2:** Below is a description of each option in the toolbar.

- **Close** – Allows you to exit the form. The form auto-saves, so you can exit the form if you are not yet complete and return to it at a later time if needed. Your previous selections will be saved.
- **Print** – Allows you to print your form in its entirety.
- **Form History** – Gives you the ability to see the history of your form submissions and compare to previous submissions.
- **Certify & Submit** – Submits the form to the COIC Office. *This button is located at the bottom of the form.*

# Conflicts of Interest & Commitment

RESEARCH AND INNOVATION OFFICE

## Conflicts of Interest & Commitment

RESEARCH AND INNOVATION OFFICE

Close Print Form History

Updated By: Michael Theiler @ 26-Aug-2020 07:06:33 PM

- PURPOSE
- INVESTIGATOR INFORMATION
- FEDERAL REPORTING
- OBLIGATIONS
- PHS/NIH SIGNIFICANT
- FINANCIAL INTERESTS
- NSF SIGNIFICANT FINANCIAL
- INTERESTS
- OTHER FINANCIAL AND
- PERSONAL INTEREST
- SELF-AUTHORED MATERIALS
- CERTIFY AND SUBMIT DEPA
- ALL PAGES

### PURPOSE

#### Statement of Authority and Purpose

The University of Colorado Administrative Policy Statement 5012 prohibits employees from compromising or appearing to compromise their teaching, research, outreach, or other university activities ("Institutional Responsibilities") for financial or personal benefit. Accordingly:

1. Individuals involved in design, conduct, or reporting of research ("Investigators") must disclose external financial and personal interests to the university (including Significant Financial Interests ("SFI")) and make commitments regarding those interests to ensure that the interests could not directly and significantly affect their institutional responsibilities; and
2. If the Conflicts of Interest & Commitment Office determines that, even after making such commitments, a discloser's interest(s) COULD directly and significantly affect their institutional responsibilities or compromise their professional judgment or actions (such interests have ripened into a Conflict of Interest ("COI")), further action will be required to manage or remove the conflict.

The Conflicts of Interest & Commitment Office has authority to:

1. Obtain conflict of interest and commitment disclosures (referred to as DEPA Forms) from individuals involved in the design, conduct, or reporting of research at or for the University of Colorado Boulder ("CU Boulder");
2. Evaluate the interests of these disclosers; in particular, those interests that reasonably appear to be related to the discloser's institutional responsibilities;
3. Inform disclosers of their obligations to CU Boulder, to the CU Boulder community, and to federal sponsor(s), if any;
4. Require a commitment to meet such obligations; and thereafter,
5. Require action be taken by the discloser and the discloser's chair or director to manage or remove those Significant Interests ("SI") that COULD directly and significantly affect the discloser's institutional responsibilities.

### SELF-AUTHORED MATERIALS

- \* Do you assign or expect to assign during this reporting year books or materials for any classes that you teach that bring you royalties or income?  
 Yes  No

### CERTIFY AND SUBMIT DEPA

I certify that I have completed this form to the best of my ability and that my answers are accurate and complete. I recognize that I am obligated to submit an updated DEPA Form within 30 days of a change in the status of my disclosure.

Certify and Submit

**Step 3:** Fill out the form in its entirety.

**Note:** The DEPA Form reveals additional questions depending on your answers to the previous questions. All fields that appear on the form are required.

## 6. Entity Information

There are multiple places in the DEPA Form where you could be asked to enter entity information regarding activities with external entities. These appear as tables in the form that appear based on answers to previous questions. See steps below for creating entity information in the form.

### Search for an Existing Entity:

**Step 1:** Start typing the **Entity Name** in the field listed below the **Entity Information** heading.

Entity Information:

+ Add Entity

**NOTE TO DISCLOSER:** If you CANNOT find your Entity, please type "Entity not found". A separate write-in option will appear.

kao LLC  
New kao Business (\*)

**Step 2:** Select your **Entity** when it appears in the list, then click **Add Entity**.

**Note:** If your **Entity** is listed twice in the list, please select the **Entity** that **does not** have an **asterisk (\*)** behind its name. Then click **Add Entity**.

Entity Information:

+ Add Entity

**NOTE TO DISCLOSER:** If you CANNOT find your Entity, please type "Entity not found". A separate write-in option will appear.

**Note:** Please **always** search for existing entities, so duplicates do not get created in the system.

**Step 3:** If your **Entity** does not appear in the list, type "**Entity not found**" in the field listed below the **Entity Information** heading. Select "**Entity Not Found**" from the list, then click **Add Entity** to the right of the field.

\* Entity Information:

+ Add Entity

**NOTE TO DISCLOSER:** If you CANNOT find your Entity, please type "Entity not found". A separate write-in option will appear.

Entity Not Found (\*)

**Step 4:** Fill out the **Entity Information** in the table for your particular **Entity** in its entirety.



## Conflicts of Interest & Commitment

RESEARCH AND INNOVATION OFFICE

**\* Entity Information:**

*Start typing to locate entries*

+ Add Entity

**NOTE TO DISCLOSER:** If you CANNOT find your Entity, please type "Entity not found". A separate write-in option will appear.

<input type="text" value="Black Hole Visualizations LLC (*)"/>	
* Country of PTE:	Afghanistan
* Type of remuneration received:	<input checked="" type="checkbox"/> Consulting Fees <input type="checkbox"/> Honoraria <input type="checkbox"/> Payments for services or authorship <input type="checkbox"/> Salary <input type="checkbox"/> Stocks <input type="checkbox"/> Stock Options <input type="checkbox"/> Other
* Value of remuneration received in the past 12 months by you, your spouse, and dependent children:	\$0.01 - \$4,999 <input type="text"/>
* Amount of equity interest held by you, your spouse, and dependent children:	\$250,000 and above <input type="text"/>
* Professional services provided in exchange for remuneration:	<input type="text" value="Tutoring"/>
* Does the PTE do business with the university?	<input type="radio"/> Yes <input checked="" type="radio"/> No <input type="radio"/> Unknown
* Days/month working for PTE on campus:	<input type="text" value="8"/>
* Days/month working for PTE off campus:	<input type="text" value="8"/>

### Adding an Entity That Does NOT Appear In The List:

**Step 1:** If your **Entity Name** does **NOT** appear in the list when you enter it into the field listed below the **Entity Information** heading, do the following.

**Step 2:** Type “**Entity Not Found**” into the text field listed below the **Entity Information** heading.

**\* Entity, Organization, and Institution Information**

+ Add Entity

**NOTE TO DISCLOSER:** If you CANNOT find your Entity, please type "Entity not found" AND select it from the list. Then click "+ Add Entity". A separate write-in option will appear.

## Conflicts of Interest & Commitment

RESEARCH AND INNOVATION OFFICE

**Step 3:** Select “Entity Not Found” from the list.

\* Entity, Organization, and Institution Information

**NOTE TO DISCLOSER:** If you **CANNOT** find your Entity, please type "Entity not found" **AND** select it from the list. Then click "+ Add Entity". A separate write-in option will appear.

**Step 4:** Select “+ Add Entity” button after you have selected “Entity Not Found” from the Entity list.

\* Entity, Organization, and Institution Information

**NOTE TO DISCLOSER:** If you **CANNOT** find your Entity, please type "Entity not found" **AND** select it from the list. Then click "+ Add Entity". A separate write-in option will appear.

**Step 5:** Fill out the table its entirety and enter your Entity Name into the “Type Entity Here” field.

\* Entity, Organization, and Institution Information

**NOTE TO DISCLOSER:** If you **CANNOT** find your Entity, please type "Entity not found" **AND** select it from the list. Then click "+ Add Entity". A separate write-in option will appear.

<input type="text" value="Entity Not Found (*)"/>	<input type="text" value="Type your Entity Name here"/>
Type Entity Here	<input type="text"/>
* Country of Entity	<input type="text"/>
* % ownership interest in the Entity	<input type="text"/>
* Do you, your spouse, or dependent children serve on the board of directors or hold a leadership position in the Entity	<input type="checkbox"/> Yes <input type="checkbox"/> No

### Add Multiple Entities:

**Step 1:** If you have more than one **Entity** to add, search for an **Existing Entity** to see if it already exists, or add a **New Entity** by following the instructions above. Then click **Add Entity** to add any additional **Entities**.

**Step 2:** Complete the **Entity Information fields** for all entities in their entirety.

**Note:** When adding multiple entities, the new Entity Fields will appear **below** the existing entities.

## Conflicts of Interest & Commitment

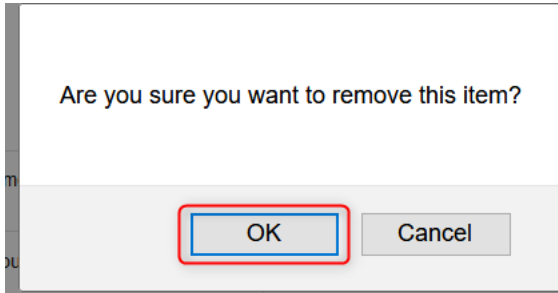
RESEARCH AND INNOVATION OFFICE

### Delete an Entity:

**Step 1:** Open the DEPA Form and scroll to the entity you would like to delete.

**Step 2:** Click the **Trash Can/Delete Entity** icon at the top of the table to the right of the **Entity Name** you wish to delete.

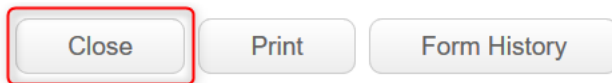
**Step 3:** When prompted if you are sure you want to remove the item, select the “OK” button.



### 7. Save a Disclosure

**Step 1:** The DEPA Form auto-saves, so if you need to come back to your form at a later time to complete it, select the “Close” button.

**Note:** This is a great option if you have most, but not all, of your disclosure information.



### 8. Submit a Disclosure

**Step 1:** Once the form is filled out in its entirety, select the “**Certify and Submit**” button *at the bottom of the form*.

A screenshot of the DEPA form. The "SELF-AUTHORED MATERIALS" section contains a question: "Do you assign or expect to assign during this reporting year books or materials for any classes that you teach that bring you royalties or income?" with radio buttons for "Yes" and "No", and the "No" button is selected. Below this is the "CERTIFY AND SUBMIT DEPA" section with a statement: "I certify that I have completed this form to the best of my ability and that my answers are accurate and complete. I recognize that I am obligated to submit an updated DEPA Form within 30 days of a change in the status of my disclosure." A "Certify and Submit" button is highlighted with a red rectangular border. At the bottom of the form, there is a footer with contact information for the Conflicts of Interest and Commitment Office and a navigation bar with links for CU eRA, FAQs, Consulting Activities, External Entities, and Foreign Affiliations.

## Conflicts of Interest & Commitment

RESEARCH AND INNOVATION OFFICE

**Note:** The Certify and Submit button forces a validation to ensure all mandatory fields are complete.

**Step 2:** If you have mandatory fields that have not yet been completed, a pop-up window will appear listing the fields that still need to be completed. You can go directly to the fields by clicking on the item still required to complete in the pop-up. Please enter the information for these fields.

These Mandatory Questions need to be completed Close

*Clicking on the question text will bring you to that question in the form.*

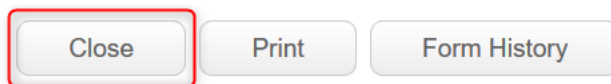
**Question**

Are you responsible for the design, conduct or reporting of research and/or involved in the delivery, development, or assessment of NSF-funded educational activities?

**Note:** If you happen to have missed an Entity field, and your Entity is collapsed, you will receive the mandatory field pop-up with the descriptions of the fields you missed.

**Step 3:** Once all mandatory fields have been completed, select the **Certify and Submit button** at the end of the form.

**Step 4:** Once the form has been submitted, you will be returned to the form. Click **Close** to close out of the form.



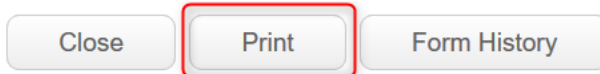
**Step 5:** Await response from the COIC Office.

**Note:** After you have Submitted and Closed out of the form, you will be returned to the **Create/Update DEPA Form** window.

## 9. Print a Disclosure

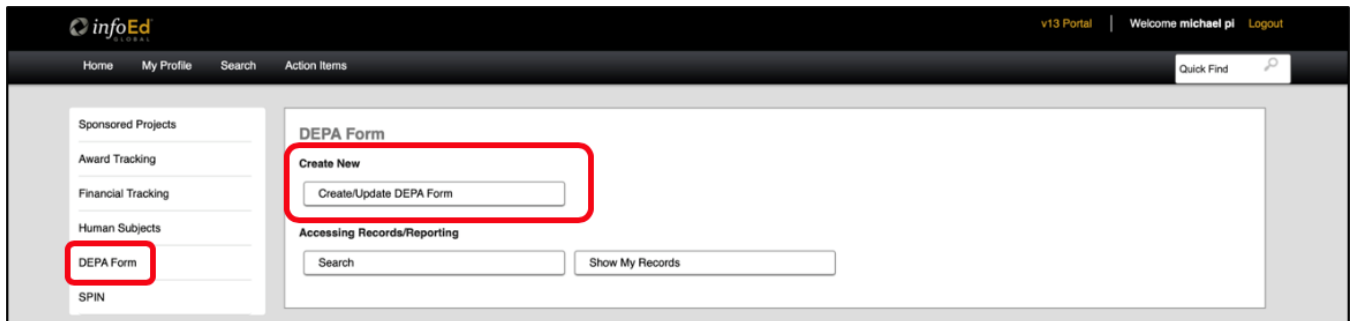
**Step 1:** Log in to **InfoEd** and open the DEPA Form.

**Step 2:** Click **Print** in the toolbar.



## 10. View Last Disclosure

**Step 1:** After clicking on *DEPA Form*, click **Create/Update DEPA Form**.



**Step 2:** Click **View Last DEPA Form** on the Create/Update Disclosure window.

**Step 3:** You can View but not Edit your disclosure.

### Discloser Profile

ID                   **334571**  
Name               **Michael Theiler**  
Title               **eRA Business Analyst & Tech Ad**  
Department       **10948--OIT-Administration**  
Division           **B0222--B-SVC-Assoc VC for IT and CIO**  
Last Disclosure   **Wednesday, September 2, 2020**

[Access Training Video](#)

[Transcript for the Conflicts of Interest Disclosure Training](#)

[View Last DEPA Form](#)

[Recertify or Update DEPA Form](#)

## Conflicts of Interest & Commitment

RESEARCH AND INNOVATION OFFICE

# 11. View Any Previous Disclosure

**Step 1:** After clicking on *DEPA Form*, click **Show My Records**.

DEPA Form

Create New

Create/Update DEPA Form

Accessing Records/Reporting

Search

Standard Reports

Show My Records

Adhoc Reporting

Program Tools

**Step 2:** Click the **Record Number** link to view the options in the drop-down.

**Step 3:** Select **View** from the drop-down menu.

Results found: 1

Switch Owner You

Export to Excel

Drag a column header and drop it here to group by that column

	Record Number	Type	PI	Sponsor	Status	Last Certified Date	Primary Department
<input type="checkbox"/>	Theiler-Michael-	Conflict of Interest	Theiler, Michael		Pending Review (C)	10-Sep-2020	10948--OIT-Administration

- Edit
- View
- Forward
- Delete
- Bookmark Record

## Conflicts of Interest & Commitment

RESEARCH AND INNOVATION OFFICE

**Step 4:** In the new window, click the **Plus Sign** next to **Submissions** in the left-side menu.

Summary	—
Related Personnel (1)	+
Admin Staff (0)	
Status History	
Assignments (0)	
Keywords (0)	
Classification Codes	
Attachments (0)	
Distribution Groups	
Financial Interests	+
Submissions (45)	+

**Step 5:** Select the **Submission Date** for the according disclosure.

Submissions (45)	—
02-Sep-2020_215	+
26-Aug-2020_214	+
24-Aug-2020_213	+
20-Aug-2020_212	+
20-Aug-2020_211	+
19-Aug-2020_209	+

**Step 6:** Click **View** (eye-glasses icon).

Summary + Financial Interests + Submissions (45) —	Forms for Self Disclosure					You opened this case in view mode.				
	Self Disclosure Form		Form/Document Name	Edit 	Status	Complete	Upload		Remove	

**Step 7:** You can View but not Edit your disclosure.

## Conflicts of Interest & Commitment

RESEARCH AND INNOVATION OFFICE

# 12. Communications from the COIC office

## Email Communications

After you have submitted your DEPA Form, you will receive email communications from the COIC office regarding your disclosure

**Step 1:** These emails will be sent to the email address that is listed in the **My Profile** section.

**Step 2:** To validate your address, navigate to **My Profile** and verify your email address.

**Step 3:** If you need to change your email address, navigate to **My Profile**, change your **Email Address**, and hit the **Save** button.

The screenshot shows the 'My Profile' page in the infoEd portal. The navigation bar includes 'Home', 'My Profile' (highlighted with a red box and a red circle with the number 1), 'Search', and 'Action Items'. The main content area is titled 'General Information / User Preferences' and contains a profile picture placeholder with an 'Upload' button and a 'Validated Profile' status. Below this are form fields for 'Salutation', 'First Name' (PI\_UCB), 'Middle Initial', and 'Last Name' (Test). To the right, there are fields for 'Appointment Date', 'Degree', and 'Title'. The 'Email' field is highlighted with a red box and a red circle with the number 2, containing the text '\* Email kelly.fleming@colorado.edu'. A 'Save' button and a 'Cancel' button are located at the top right of the form area, with a red circle and the number 3 pointing to the 'Save' button. A sidebar on the left lists various profile categories like 'General', 'Certifications and Trainings', 'Current Research', and 'Biography'.



## Conflicts of Interest & Commitment

RESEARCH AND INNOVATION OFFICE

**Step 4:** To ensure this is listed as your **Primary Email Address**, scroll down to the **Addresses** section in My Profile, and select the **Edit** link to the right of the **Primary** radio button.

Addresses Add

Sort By ▼ 1 Items Page 1 of 1 ▼

Primary	Address
<input checked="" type="radio"/>	<span>Edit</span>

Titles Add

No records currently associated with this user

**Step 5:** In the Edit Address pop-up window, verify your **Email Address** is the one you would like to use. If it needs to be changed, change it and click the **Save** button.

Edit Address Save Cancel

Address1  Address2

Address3  Address4

City  County

State  ▼ Zip

Mailstop  Address Type  ▼

Country  ▼ Phone

Fax  \* Email

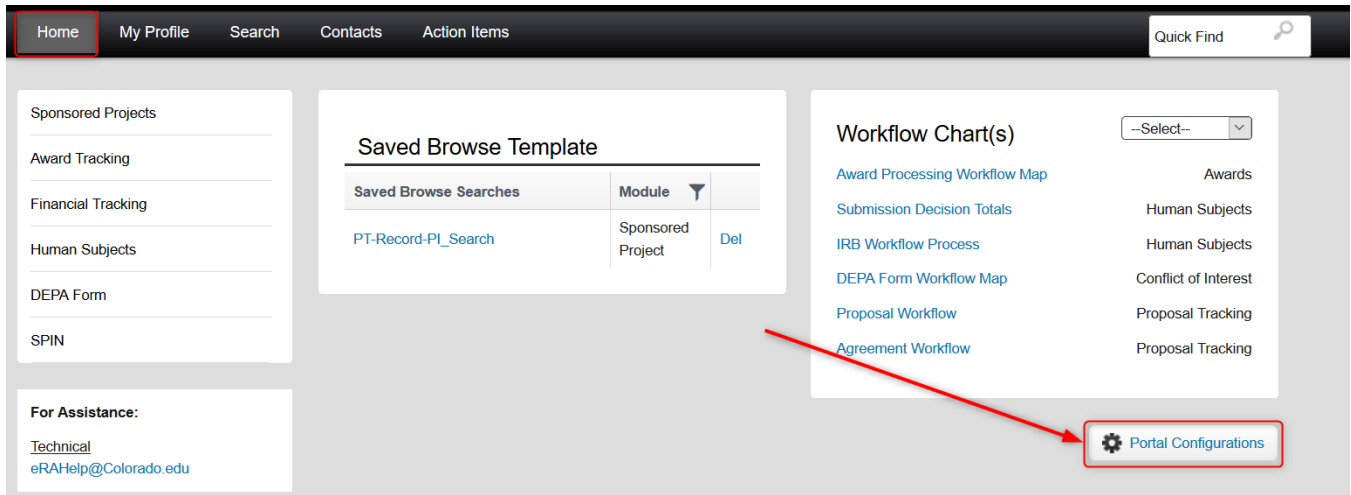
# Conflicts of Interest & Commitment

RESEARCH AND INNOVATION OFFICE

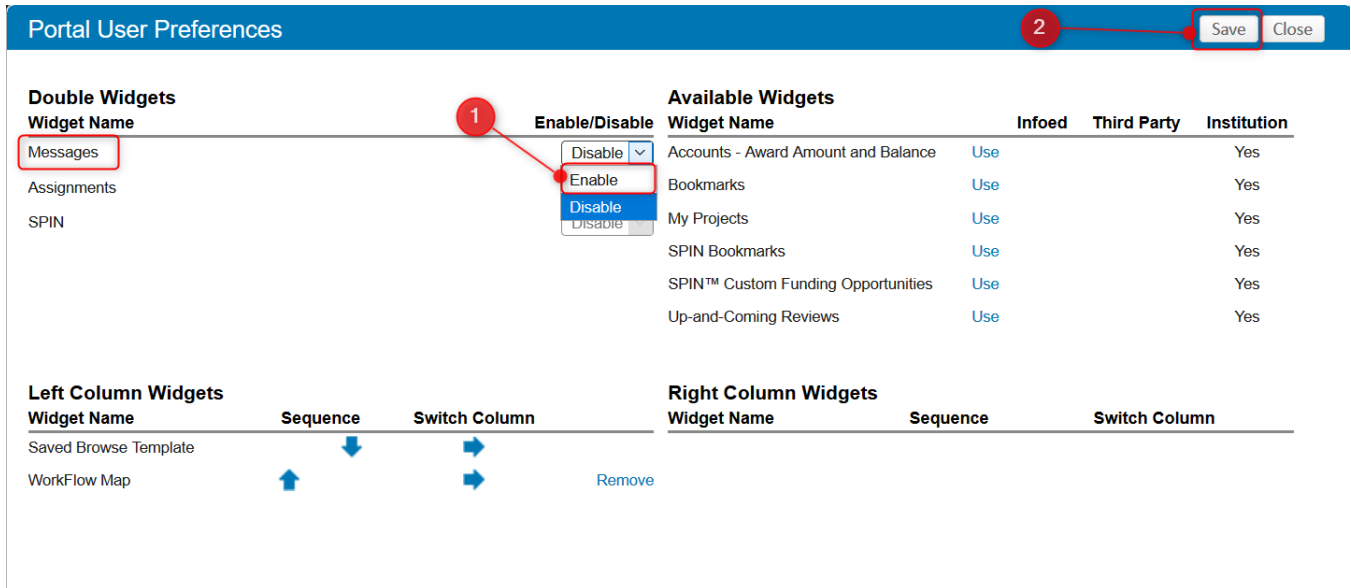
## Messages Widget

You can also see communications from within the application via the Messages Widget on your Home page.

**Step 1:** To add this widget to your **Home** page, select the **Portal Configurations** button in the bottom right. You may have to scroll down to see it.



**Step 2:** In the popup Portal User Preferences window, select **Enable** in the dropdown menu to the right of the **Messages** name. Click **Save** button. This can be disabled at any time.



## Conflicts of Interest & Commitment

RESEARCH AND INNOVATION OFFICE

**Step 3:** You will then see the **Messages** widget on your Home page.

The screenshot shows a navigation bar with 'Home', 'My Profile', 'Search', and 'Action Items'. Below it is a sidebar with various tracking and form links. The main area is titled 'Messages' and shows a list of messages. A red box highlights the first six messages, which all have the subject 'Review of Your DEPA' or 'DEPA Submission: Conflict Reported' and are from 'Office, COI'.

Message Subject	From	Date	Action
Review of Your DEPA	Office, COI	Tue 05-Jan-2021 12:41 PM	<input type="checkbox"/>
Review of Your DEPA	Office, COI	Tue 05-Jan-2021 11:47 AM	<input type="checkbox"/>
Review of Your DEPA	Office, COI	Tue 05-Jan-2021 11:34 AM	<input type="checkbox"/>
DEPA Submission: Conflict Reported	Office, COI	Tue 05-Jan-2021 11:09 AM	<input type="checkbox"/>
DEPA Submission: Conflict Reported	Office, COI	Mon 04-Jan-2021 11:48 AM	<input type="checkbox"/>
DEPA Submission: Conflict Reported	Office, COI	Wed 16-Dec-2020 16:49 PM	<input type="checkbox"/>
Protocol 16-0328: 118 Determination	Office, IRB	Tue 01-Dec-2020 12:23 PM	<input type="checkbox"/>
Protocol 20-0388: Convened IRB Approval	Office, IRB	Mon 23-Nov-2020 12:50 PM	<input type="checkbox"/>
Protocol 20-0388: Convened IRB Approval	Office, IRB	Mon 23-Nov-2020 12:49 PM	<input type="checkbox"/>
DEPA Submission: Conflict Reported	Office, COI	Sat 07-Nov-2020 13:36 PM	<input type="checkbox"/>

**Step 4:** To view a **Message**, simply click on the message you would like to read.

The screenshot shows the details of a selected message. At the top are action buttons: Reply, Reply All, Forward, Save, Next, and Close. The message header includes 'From: Office, COI', 'Received: 05-Jan-2021', 'To: Test, PI\_UCB - 10000--Boulder Campus', 'CC: Office, COI - B0001--Boulder Campus', and 'Subject: Review of Your DEPA'. The main body of the message contains a thank-you note and instructions to review an attached letter. Below the message body is an 'Attachments' section with a 'Document' icon and a 'View Access' button.

**From:** Office, COI **Received:** 05-Jan-2021

**To:** Test, PI\_UCB - 10000--Boulder Campus

**CC:** Office, COI - B0001--Boulder Campus

**Subject:** Review of Your DEPA

Thank you for submitting your 2021 Disclosure of External Professional Activities (DEPA) Form. Please review the entirety of the attached letter, which contains details regarding your DEPA status, policy reminders, as well as resources. Please contact the COIC Office if you have any questions or concerns

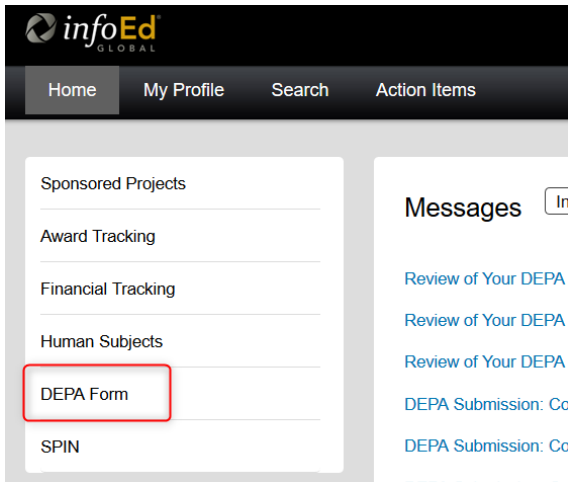
**Attachments:**

**Document**  
View Access

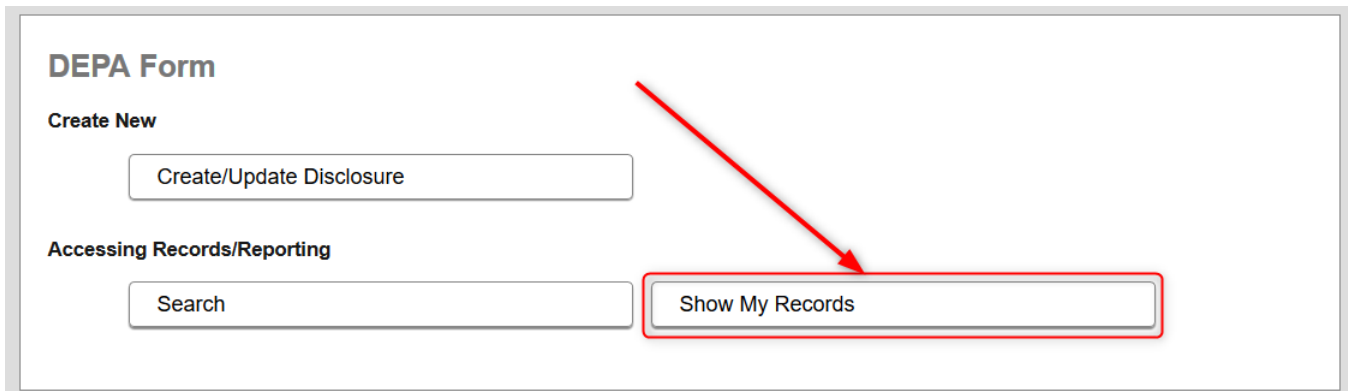
## Communications Tab

You can also view Communications from the office via the Communications tab within your records.

**Step 1:** From the Home page, select **DEPA Form** in the left hand menu.



**Step 2:** Select **Show My Records**.



## Conflicts of Interest & Commitment

RESEARCH AND INNOVATION OFFICE

**Step 3:** Select the **Record Number** hyperlink, then select **View**.

Results found: 1      Switch Owner: You      Export to Excel

Drag a column header and drop it here to group by that column

<input type="checkbox"/>	Record Number	Type	PI	Sponsor	Status	Last Certified Date	Primary Department
<input type="checkbox"/>	<a href="#">Test-PI_UCB--</a>	Conflict of Interest	Test, PI_UCB		Reviewed - No Conflict (C)	05-Jan-2021	10000--Boulder Campus

Context menu options: Edit, View, Delete, Bookmark Record

**Step 4:** Select the **Communications** tab.

Done     Save    Case for PI\_UCB Test  
 PI\_UCB Test - 10000--Boulder Campus

Summary	-	Summary
Related Personnel (1)	+	ID ?
Status History		Name ?
Attachments (3)		Title ?
Submissions (2)	+	Department ?
<b>Communications (17)</b>		Division ?
		Last Disclosure ?

**Step 5:** To view a Communication, simply select the **Detail** icon for the associated message. You can do the same for the **Attachments**.

Done     Save    Case for PI\_UCB Test    Case  
 PI\_UCB Test - 10000--Boulder Campus    Test-PI\_UCB--

You opened this case in view mode.

WHEN	TYPE	TO	FROM	SUBJECT**	ATTACHMENTS	RESEND	DETAIL	DELETE
05-Jan-2021 12:41:19 PM	Email	CC Office, COI To Test, PI_UCB	From Office, COI	Review of Your DEPA				
05-Jan-2021 11:47:10 AM	Email	CC Office, COI To Test, PI_UCB	From Office, COI	Review of Your DEPA				
05-Jan-2021 11:34:06 AM	Email	CC Office, COI To Test, PI_UCB	From Office, COI	Review of Your DEPA				

**Note:** There will be other interoffice COIC communications that relate to the progress of your DEPA Form that are here, which are related to the status history. You can ignore these.

## **Conflicts of Interest & Commitment**

RESEARCH AND INNOVATION OFFICE

### **13. Conflict of Interest and Commitment (COIC) Contact Info**

Should you have questions regarding this form, you can contact the COIC office through the means below.

#### **Conflicts of Interest and Commitment Office**

PHONE: 303-492-3024

EMAIL: [coi@colorado.edu](mailto:coi@colorado.edu)