



## COI Delegate Access Now Available!

You can now add delegates and allow them to enter certain disclosure information on your behalf in the COI Module of the Research Management System (RMS). The delegator remains ultimately responsible for the accuracy of all disclosure information. Delegates may, on behalf of their delegators:

- Enter and edit information in Financial Disclosure Statements (FDS) and Research Disclosure Forms (RDF), but cannot submit these disclosures
- Enter and submit travel disclosures

Two quick guides are available for this new system functionality:

- For delegators: [Adding, Editing, or Removing a Delegate](#)
- For delegates: [Accessing the COI Module as a Delegate](#)

Additional information is available at [coi.wustl.edu/delegates](http://coi.wustl.edu/delegates).

## Disclosures for External Collaborators with Washington University

Submission of Financial Disclosures for **external collaborators** is now available in the COI module, eliminating the need for paper disclosure forms. NIDs/WUSTL keys are needed for those individuals so plan to submit early to avoid grant application delays! Additional information is available on the [Financial Disclosure Procedure](#) page.

## School of Medicine Updates

- Submitting separate Continuing Medical Education (CME) financial disclosures **is no longer required** for individuals with WashU appointments. Their disclosure data from the COI module is integrated with the CME Highmarks system. This creates a single disclosure process for the four WashU COI programs.
- Some non-faculty Health Professionals covered under the updated [Clinical Conflicts of Interest Policy](#) are required to complete Financial Disclosure Statements via the COI module. Automated notifications are sent to those individuals. Learn@Work also displays the requirement to complete the disclosure and the FDS/FCOI Education Module.

For questions, contact askCOI at 314.747.4181 or [coi@wustl.edu](mailto:coi@wustl.edu).