

To submit a **new** COI-SMART disclosure:

1. Please login to COI-Smart via My Access.
2. Select your Main Questionnaire 3.0 under "My Questionnaires".
3. Provide requested financial disclosures and describe outside activity for the previous 12 months.

NOTE: PHS regulations also state that you keep your disclosures current by updating them within 30 days of any new activity. Your disclosures are required at the proposal stage of your sponsored project.

To revise a **previously submitted** COI-SMART disclosure:

1. Please login to COI-Smart via My Access.
2. Select your Submitted Main Questionnaire 3.0 under "My Questionnaires".
3. Provide requested financial disclosures and describe outside activity for the previous 12 months.
4. Click Revise and update each question accordingly.
5. If you have no disclosures to report, click one of the Revise buttons. At the very bottom of the page click CONTINUE TO SUBMISSION REVISION page.
6. A popup window will come on and then will prompt you to type "REVISE" and submit your updated disclosure for 2018.

NOTE: PHS regulations also state that you keep your disclosures current by updating them within 30 days of any new activity. Your disclosures are required at the proposal stage of your sponsored project.