



Conflict of Interest & Commitment (COI/COC) Office Annual Certification

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**Ask RCRA
November 11, 2025**

Important Dates:

The Annual Certification Cycle is from
December 1, 2025, to February 28, 2026.



EMORY
UNIVERSITY

Research Compliance and Regulatory Affairs
Research Administration

Who must Disclose:

- Covered Individuals (involved in Design, Conduct, Reporting [DCR] of research) at Emory University must update their disclosure profiles and disclose
 - **External Activities**
 - **Conflicts of Interests**
 - **Foreign Travel**
 - **Foreign Affiliations**

Policy 7.7 Financial Conflicts of Interest in Research

Disclosure Requirements:

<https://rcra.emory.edu/includes/documents/sections/coi/international-disclosure-matrix-1.pdf>

Significant Financial Interests



Covered Individuals must disclose SFIs (as defined in [Emory Policy 7.7](#) and [Emory Policy 7.7.1](#)):

- During the 60-day annual certification period
- Within 30 days of discovering or acquiring a new Financial Interest (e.g., through purchase, marriage, or inheritance)
- Within 30 days of hire

Disclosing: Insight

- [Disclosure profile update \(My Updates\)](#)
- [Annual Certifications \(My Annual\)](#)
- [Confirming no disclosures \(Annual Cert\)](#)

Applicable Policies/Regulations:

- [Emory Policy 7.7 - Financial Conflicts of Interest](#)
- [Emory Policy 7.38 - Conflict of Commitment for Faculty, Postdoc/Trainees, and Research Staff](#)

External & Professional Activities



Covered Individuals must disclose prior to engaging in the External Activity

Disclosing: Insight - External Activity Report

- [Creating External Activities in the Agreements Module](#)
- [Create an External Activity Agreement Record \(with pictures\)](#)

Applicable Policies/Regulations:

- [Emory Policy 7.7 - Financial Conflicts of Interest](#)
- [Emory Policy 7.38 - Conflict of Commitment for Faculty, Postdoc/Trainees, and Research Staff](#)

Foreign Travel

All Faculty & Staff

All travel should be booked with one of 3 Emory approved vendors via the Travel Registry. Prior to traveling to comprehensively embargoed countries, travelers should report the country of destination, purpose of travel, travel dates/duration, itinerary, and who is responsible for paying for travel to ensure additional required screenings for export controls compliance are completed

Disclosing: [Emory Approved Travel Vendors](#)

Covered Individuals*

International Travel should be reported as soon as it is booked, and no later than 10 business days before departure. Please note that if an export license is required, additional time for approval may be necessary.

Disclosing: Insight 'My Travel' Form

- [Foreign Travel Disclosure \(My Travel\)](#)
- [Viewing and Searching for Travel](#)

Applicable Policies/Regulations:

- [Emory Policy 7.11 - Export Control](#)
- [Emory Policy 7.38 - Conflict of Commitment for Faculty, Postdoc Fellows /Trainees, and Research Staff](#)
- [Emory Policy 10.18 - Emory-Sponsored International Travel](#)
- [NSPM-33](#)

Foreign Affiliations

Covered Individuals must disclose Foreign Affiliations. Approval timeline requirements may vary depending on the type of Foreign Affiliation.

- Prior approval is required before engaging in the following activities:
- Active appointments, position with or research support from any entity in a country of concern
- Co-authorships;
- Co-inventorships on patent applications
- Appointments, positions or research support with collaborators
- Active appointments, positions and research support for graduate students on the proposal

Disclosing: Insight

- [Disclosure profile update \(My Updates\)](#)
- [Annual Certifications \(My Annual\)](#)
- [Confirming no disclosures \(Annual Cert\)](#)

Applicable Policies/Regulations:

- | Emory | Federal |
|---|--|
| • Emory Policy 7.7 - Financial Conflicts of Interest | • CHIPS and Science Act |
| • Emory Policy 7.11 - Export Control | • DOD Policy on Risk-Based Security Reviews for Fundamental Research |
| • Emory Policy 7.38 - Conflict of Commitment for Faculty, Postdoc Fellows /Trainees, and Research Staff | • NIH - Other Support disclosure requirements |
| | • DOE Order 486.1 |
| | • NSF |
| | • NSPM-33 |

***Covered Individual:** an individual who (a) contributes in a substantive, meaningful way to the scientific development or execution of a research and development project proposed to be carried out with a research and development award from a Federal research agency; and (b) is designated as a covered individual by the Federal research agency concerned.

See [NSPM-33 definition](#) for additional relevant definitions.

Insight –System Notifications for Annual Certification

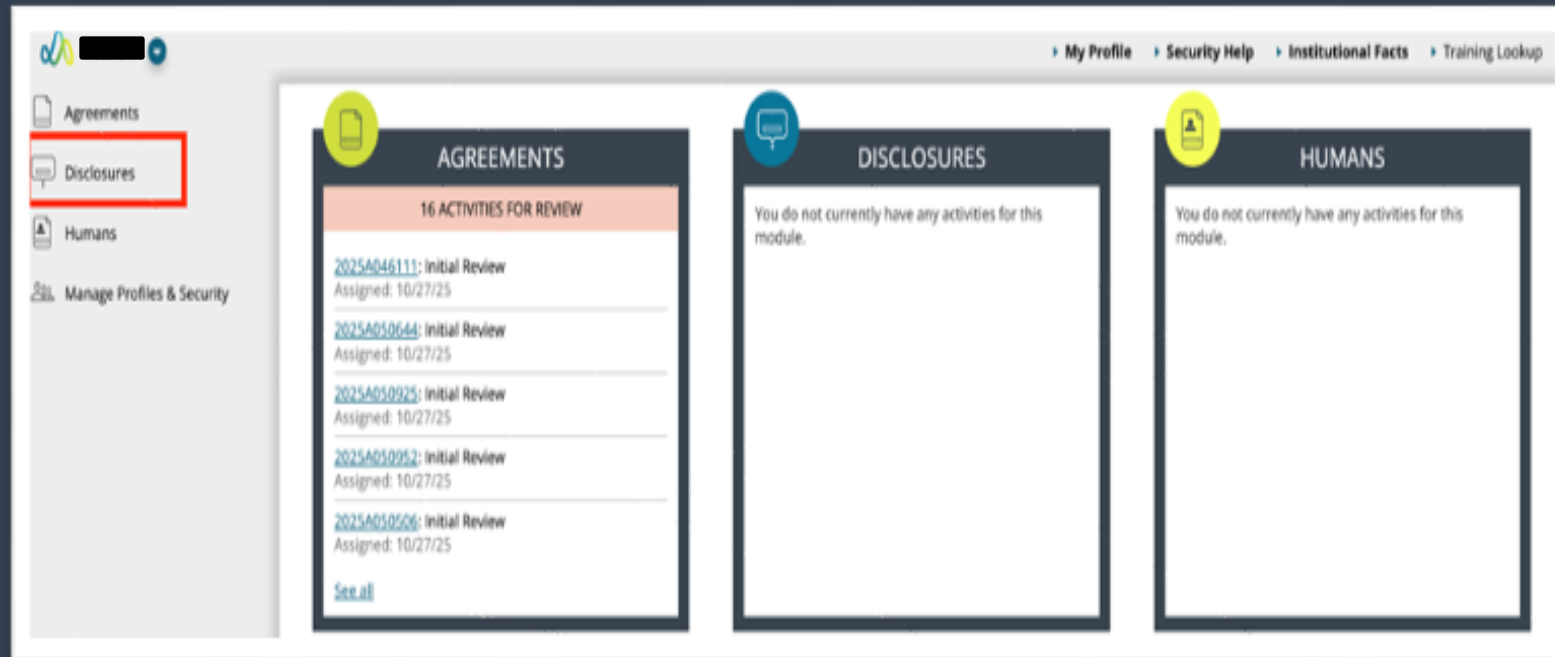
A system notification will be sent before December 1, 2025, regarding the Annual Certification. After December 1, 2025, system reminders will be issued to complete the requirement.



Completing Your Annual Disclosure Steps 1 & 2

Step 1: Log into Insight: <https://emory.researchinsight.org/>

Step 2: Click on **Disclosures** in the left-hand panel



Completing Your Annual Disclosure Step 3

Step 3: Click on **My Annual** in the left-hand panel. Read the instructions, then click **Start Annual Cycle**.

DISCLOSURES
Current user

- Action Required 1
- Notifications 6
- My Updates
- My Annual** Start
- My Travel
- Supervisor Summary
- Hierarchy Maintenance
- Agreements
- Humans
- Manage Profiles & Security

Welcome to the Emory Annual Disclosure Form for Calendar Year 2025

You will need to report interests in and relationships with [External Entities](#) held during the last calendar year. We ask that you review guidance and complete the form to disclose all applicable interests and relationships.

Navigate to each section of the Annual Form using the links listed under **My Annual** in the left navigation.

- A red exclamation mark **!** indicates an incomplete section of the Annual Form.
- A green check mark **?** indicates that a section of the Annual Form is complete.
- You must click either **"Next"** or **"Save"** on each page to save your answers.
- You must click **"Submit"** to submit your Annual Form.

Once completed, the status of your Annual Form will change to **"Ready to Submit"** and **Submitter Actions** fields will activate in the bottom right panel. To submit your Annual Form, complete the **Submitter Actions** and click **"Submit."**

You will receive a confirmation message and email when your Annual Form is successfully submitted and the status of your Annual Form will change to **"Submitted."**

*Please note, once you select the **"Start Annual Cycle"** button, you will not be able to enter or submit any disclosure updates in the **My Updates** section of the Insight Disclosures Module until your Annual Form is submitted.*

Start Annual Cycle

Completing Your Annual Disclosure Step 4

Step 4: The Annual Certification Form opens; answer the questions by clicking the buttons next to each response.

The screenshot displays the 'Annual Certification Form' for the 'Calendar Year 2025', which is marked as 'In Progress'. The interface includes a left-hand navigation menu with options: 'Action Required' (1), 'Notifications' (0), 'My Updates' (locked), 'My Annual' (In Progress), 'Financial Interest' (expanded), 'Annual Certification Form' (selected), 'Table of Financial Interests', 'My Travel', 'Supervisor Summary', and 'Hierarchy Maintenance'. The main content area contains the following questions and responses:

- Are you an Emory University or Emory Healthcare employee? ***
☒ Emory University ☐ Emory Healthcare
- Are you faculty or staff? ***
☐ Faculty ☒ Staff
- Are you engaged in research? ***
☐ Yes, I am engaged in research ☒ No, I am not engaged in research
- In the last 12 months, did you, any Related Person, or any Related Organization receive any form of Financial Interest from an entity that does business or sought to do business with Emory? ***
☐ Yes ☒ No
- Do you, any Related person, or any Related Organization anticipate receiving any form of Financial Interest from an entity that does business or is seeking to do business with Emory? ***
☐ Yes ☐ No

At the top right of the form, there are links for 'Questions? Email OII' and a 'View Report' button.

Insight –Resources for Annual Certification :

Log in to complete the Annual Certification (My Annual):

- [Access Insight here](#)

Insight job aids for Annual Certification:

- [Annual Certification Form Completion \(My Annual\)](#)
- [Updating Previous External Activities \(My Updates\)](#)

For more information, visit:

- [Annual Disclosures](#)
- [Insight Implementation](#)



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