



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

Angela Toole, Assistant Director

**Ask RCRA  
December 9, 2025**



The Annual Certification Cycle will run until  
**February 28, 2026.**

**As of December 8, 2025**  
**5908** have completed the requirement



**EMORY**  
UNIVERSITY

Research Compliance and Regulatory Affairs  
Research Administration

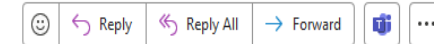
# Insight System Notification

[External] Upcoming Annual Disclosure Certification Cycle



noreply-emory@researchinsight.org

To: Toole, Angela



Mon 11/24/2025 7:19 PM

Click here to download pictures. To help protect your privacy, Outlook prevented automatic download of some pictures in this message.

[LinkedIn](#)

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Emory's Annual Certification process will begin December 1st, 2025. In accordance with Emory's Conflict of Interest and Conflict of Commitment policies, this is a unified Emory University and Emory Healthcare effort to obtain information from faculty, staff, and some students about their external activities (e.g.; external financial relationships, outside appointments, additional jobs) and other forms of potential conflict of interest.

You have been identified as an individual who must complete an Annual Certification because you fall under one of the below categories:

- A faculty member who meets the criteria as required by their school/unit
- An EHC provider or manager and above
- A full-time Emory University Staff member
- A Covered Individual (engaged in research)

The certification cycle will begin on December 1, 2025 and ends February, 28th, 2026.

You will be notified beginning December 1st via another e-mail when the form is available for completion. At that time, you will be provided a link that leads to the Insight Disclosure platform to complete the form.

For more information, please visit:

[Insight Implementation Page - Annual Certification](#)

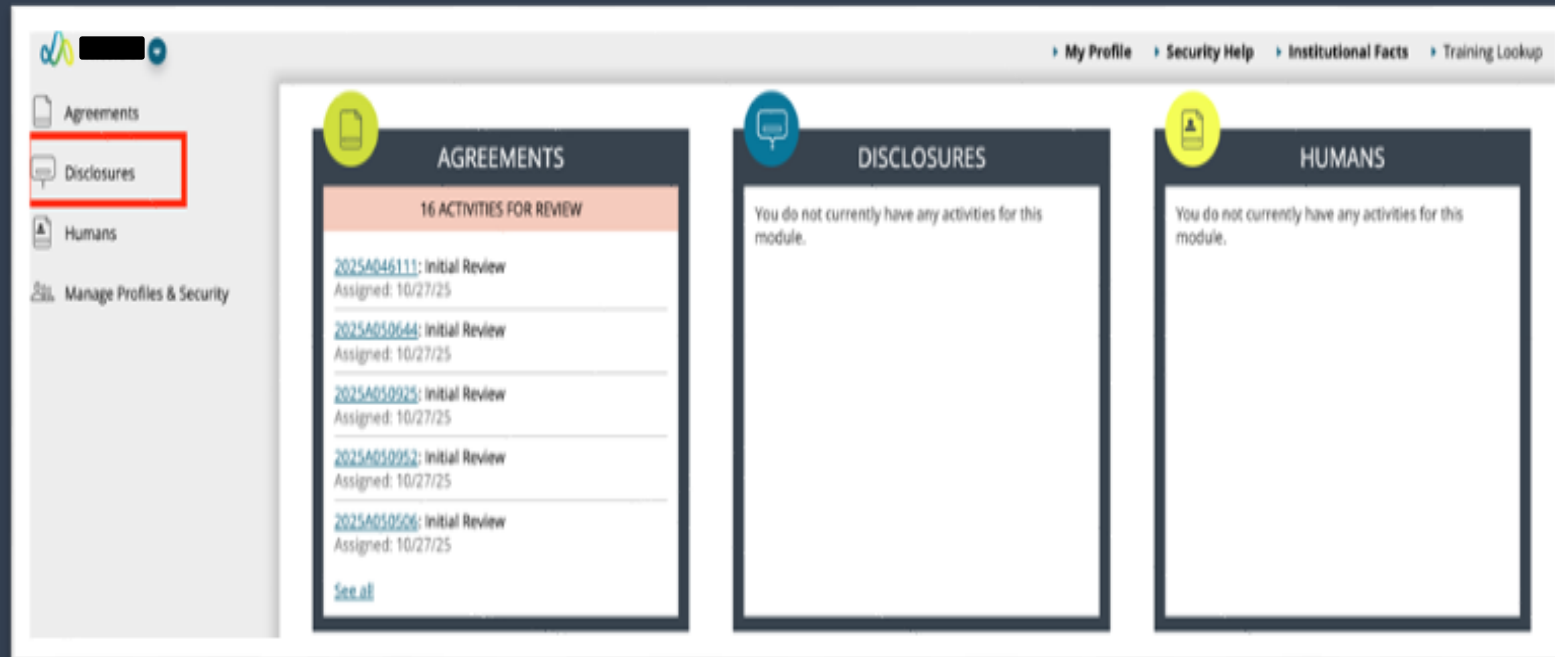
[Emory University Research COI Policies](#)



# 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 Steps 3

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

The screenshot shows the Emory Annual Disclosure Form for Calendar Year 2025. On the left is a navigation panel with a teal header 'DISCLOSURES' and 'Current user'. The menu items are: 'Action Required' (with a red exclamation mark icon and a blue badge with '1'), 'Notifications' (with a blue badge with '6'), 'My Updates', 'My Annual' (highlighted with a red box and a red 'Start' button), 'My Travel', 'Supervisor Summary', 'Hierarchy Maintenance', 'Agreements', 'Humans', and 'Manage Profiles & Security'. The main content area has a teal header 'Welcome to the Emory Annual Disclosure Form for Calendar Year 2025'. Below this is a paragraph: '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.' This is followed by another paragraph: 'Navigate to each section of the Annual Form using the links listed under **My Annual** in the left navigation.' Below this is a bulleted list: 

- 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.

 Below the list is a paragraph: '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."'. This is followed by another paragraph: '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."'. At the bottom is a note: '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.' At the bottom right is a button labeled 'Start Annual Cycle' (highlighted with a red box).

# 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 response options:

- 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 Oll' and a 'View Report' button.

# Adding an Outside Entity

When you finish answering all the questions on the form, click Next at the bottom-right of the page. This will take you to the **Table of Financial Interests** page.

To add a new financial interest, click **Add Entity**.

**DISCLOSURES**

**Calendar Year 2025** Ready to Submit Questions? Email OII View Report

Your previously disclosed Financial Interests are listed below. Click on the plus/minus sign next to the Entity name to view/collapse the disclosure information for the Entity. Click "Edit" to revise the disclosure information; "Confirm" to include the disclosure information as is; or "Delete" to remove the disclosure because you did not have a Financial Interest in the Entity in the last calendar year. To add a new Financial Interest disclosure for an Entity not listed, click "Add Entity."

**Table of Financial Interests**

Add Entity Confirm All

Entity Name
No data found.

# Successful Completion of Annual Certification

[External] Submission of Emory Annual Disclosure Form

**Notification**



Dear Toole, Angela,

Thank you for completing your Annual Disclosure Certification Cycle. If there are any further questions, a member of the compliance team will contact you.

Regards,

Emory Compliance Teams [Research Compliance, University Compliance, Healthcare Compliance]

**Contact Information**

*Note: this email was auto-generated through Insight.*

For Disclosure Reporting questions contact [noreply-emory@researchinsight.org](mailto:noreply-emory@researchinsight.org). For Insight technical issues contact [Insighthelp@emory.edu](mailto:Insighthelp@emory.edu)



# Common FAQs:

**Question: I believe I have received this request in error. Are you able to confirm that I need to complete this request?**

Answer: A full or part-time faculty member who meets the criteria as required by their school/unit

- \* An EHC provider or manager and above
- \* A full-time Emory University Staff member
- \* A Covered Individual (engaged in research)

**Please consult with your department liaison for more information.**

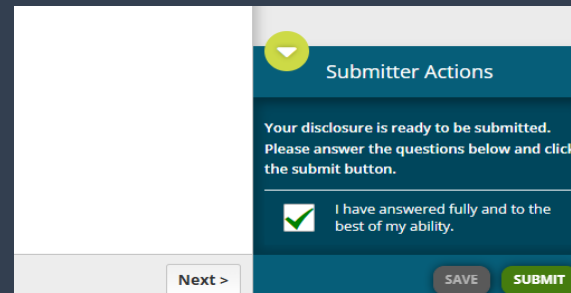
**Question: I received the following email [External] Annual Disclosure Form - Action Required- is this spam?**

Answer: No, this is an automatic message from Insight

**Question: I'm unable to submit my Annual Certification.**

**Be sure to check the following information.**

**If not, please submit a service now ticket.**

The screenshot shows a web interface for submitting an Annual Disclosure Form. On the left is a large white rectangular area. To its right is a teal sidebar with a yellow dropdown arrow icon at the top. Below the icon, the text 'Submitter Actions' is displayed. Further down, a message states: 'Your disclosure is ready to be submitted. Please answer the questions below and click the submit button.' Below this message is a green checkmark icon followed by the text 'I have answered fully and to the best of my ability.' At the bottom of the sidebar are two buttons: 'SAVE' and 'SUBMIT'. At the bottom of the white area is a 'Next >' button.

# Common FAQs:

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**Question:** What should ORA staff indicate for the question research involvement in the design, conduct, and reporting (DCR) of research? Yes or No

**Answer:** YES

**Question:** I'm considered an employee of Emory University and Emory Healthcare. What should I select as my option?

**Answer:** Expect updated wording soon!

**Question:** I'm a student- should I select Faculty or Staff

**Answer:** Staff

**Question:** How often will Insight send notifications to individuals to submit for the Annual Certification?

**Answer:** Every 2 weeks

# 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](#)



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

# 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 7.24](#)):

- 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	Covered Individuals*
<p>All travel should be booked with one of 3 Emory approved vendors via the Travel Registry.</p> <p>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</p> <p><b>Disclosing:</b> <a href="#">Emory Approved Travel Vendors</a></p>	<p>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.</p> <p><b>Disclosing: Insight 'My Travel' Form</b></p> <ul style="list-style-type: none"><li>• <a href="#">Foreign Travel Disclosure (My Travel)</a></li><li>• <a href="#">Viewing and Searching for Travel</a></li></ul>

**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
<ul style="list-style-type: none"><li>• <a href="#">Emory Policy 7.7 - Financial Conflicts of Interest</a></li><li>• <a href="#">Emory Policy 7.11 - Export Control</a></li><li>• <a href="#">Emory Policy 7.38 - Conflict of Commitment for Faculty, Postdoc Fellows /Trainees, and Research Staff</a></li></ul>	<ul style="list-style-type: none"><li>• <a href="#">CHIPS and Science Act</a></li><li>• <a href="#">DOD Policy on Risk-Based Security Reviews for Fundamental Research</a></li><li>• <a href="#">NIH - Other Support disclosure requirements</a></li><li>• <a href="#">DOE Order 486.1</a></li><li>• <a href="#">NSF</a></li><li>• <a href="#">NSPM-33</a></li></ul>

\***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.