EMORY UNIVERSITY

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

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Ask RCRA

January 20, 2026

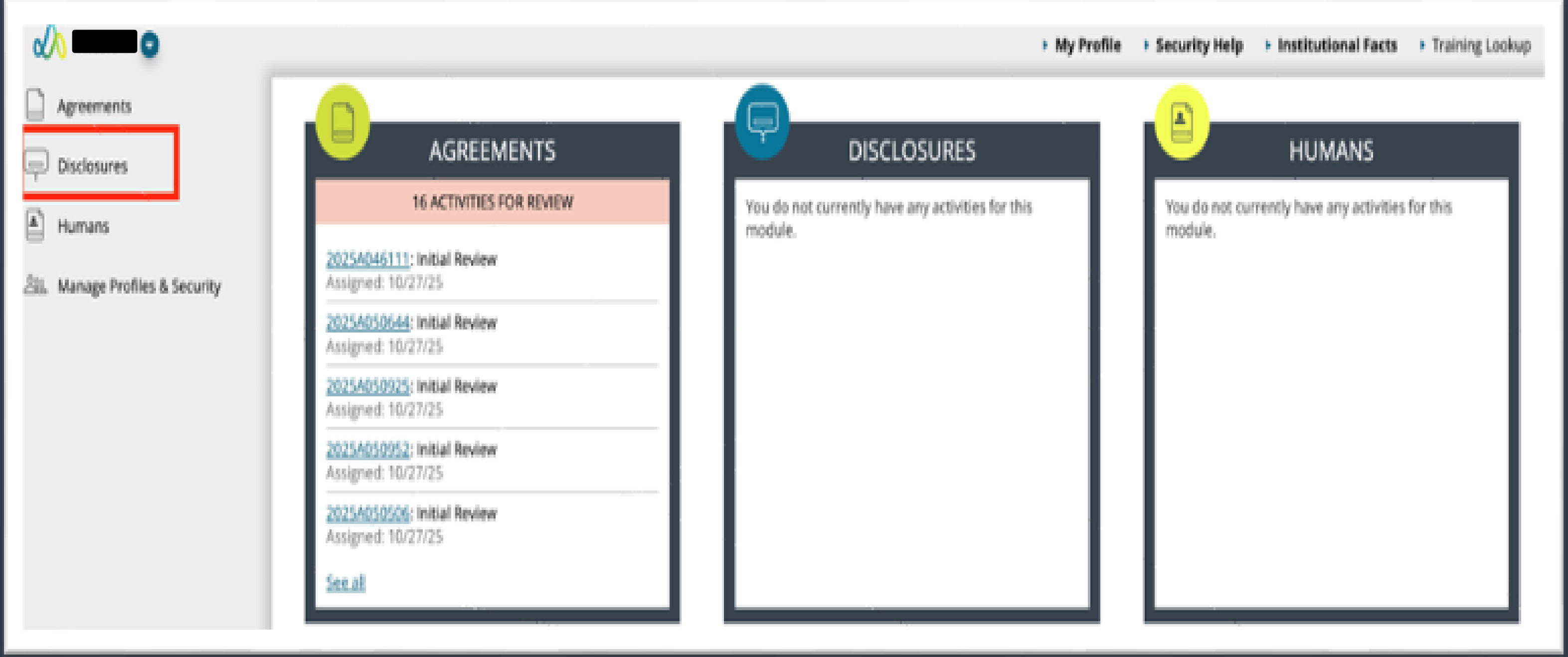
The Annual Certification Cycle will run until
February 28, 2026.

As of January 13, 2026
11,422 have completed the requirement

Completing Your Annual Disclosure Steps 1 & 2

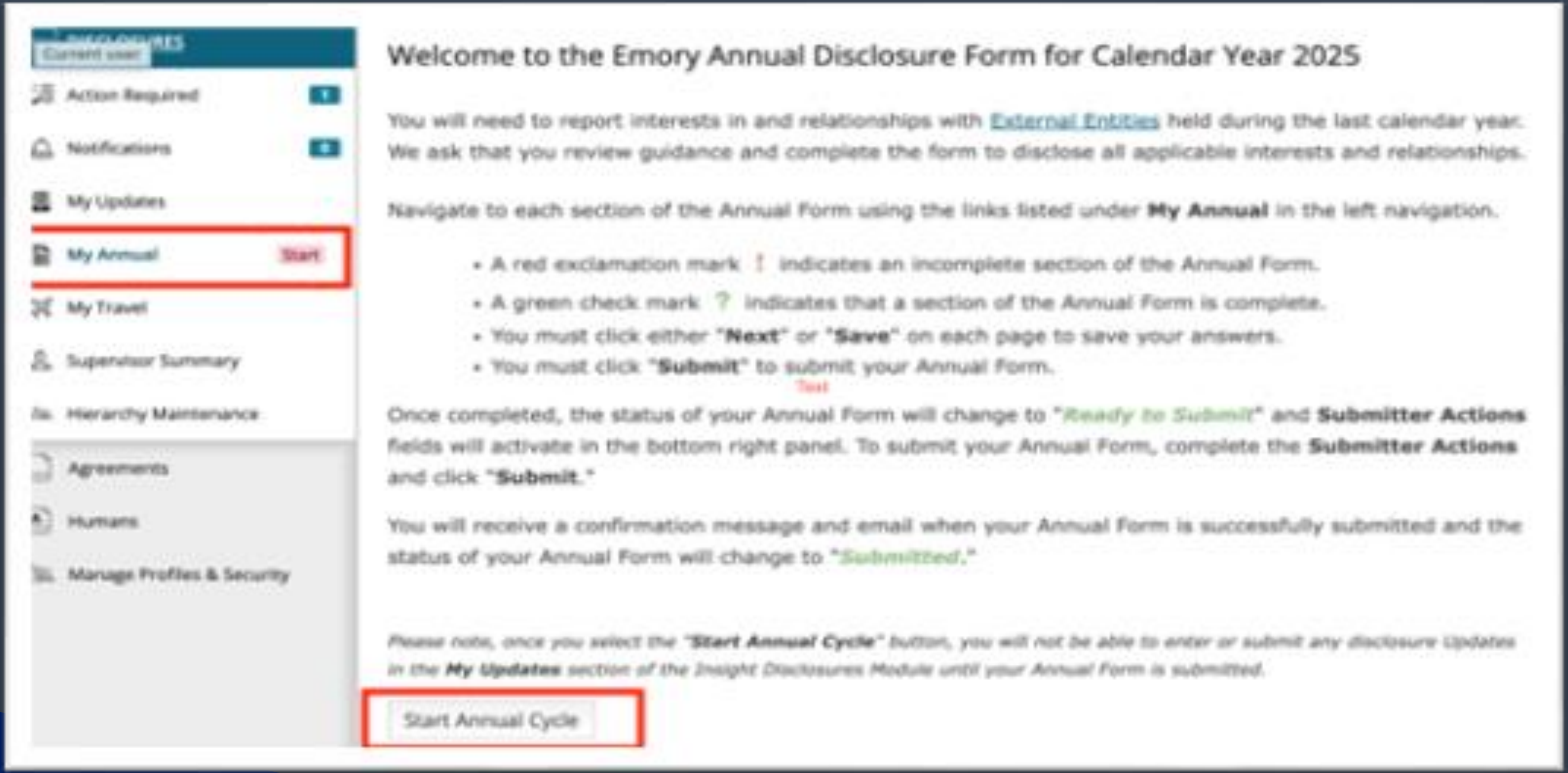
Step 1: Log into Insight: https://emory.researchinsight.org/

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



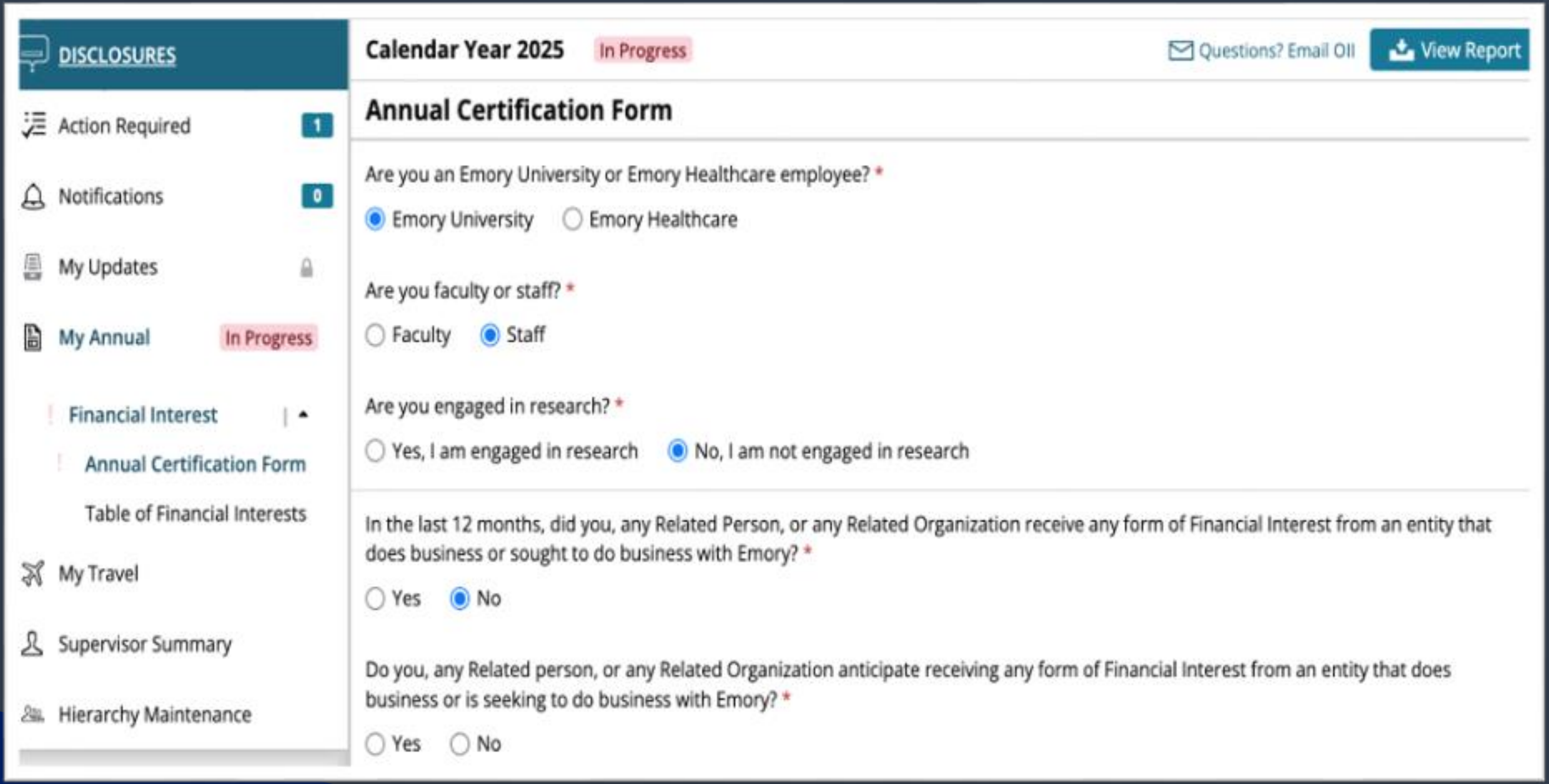
Completing Your Annual Disclosure Steps 3

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



Completing Your Annual Disclosure Step 4

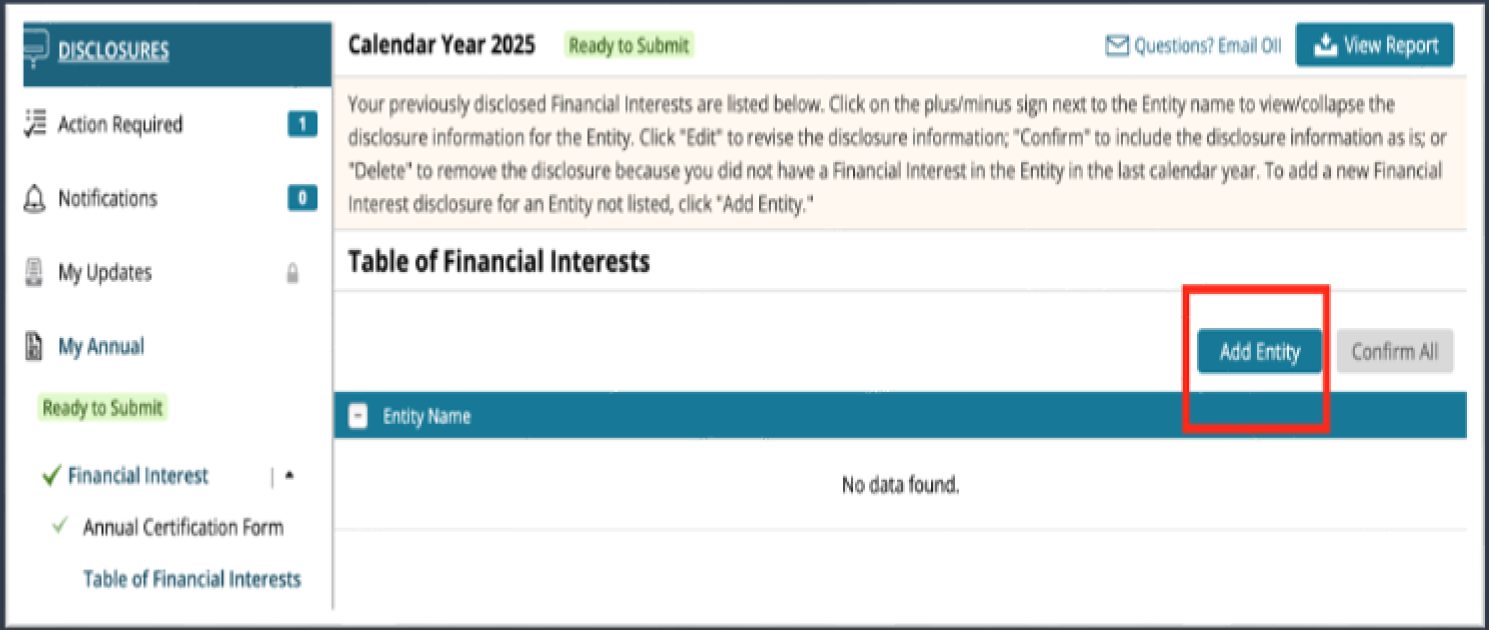
Step 4: The Annual Certification Form opens; answer the questions by clicking the buttons next to each response.



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.**



Common FAQs:

Whom do I contact if I have questions regarding my submission?
Insight support requests will be handled via **ServiceNow**, and the support request form is configured to automatically route to the correct team, ensuring timely responses and resolutions. Please allow ample time for a response.

I believe I have received this request in error. Could you confirm whether I need to complete this request?
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)

I received the following email [External] Annual Disclosure Form - Action Required- is this spam?
No, this is an automatic message from Insight

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

I'm considered an employee of Emory University and Emory Healthcare. Which option should I select?
Expect updated wording soon!

I'm a student- should I select Faculty or Staff
Staff

How often will Insight send notifications to individuals to submit for the Annual Certification?
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 ends February 28, 2026. As of 3/1/26, if you have not completed the requirement, this will be considered non-compliance

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

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

- Emory Policy 7.7 - Financial Conflicts of Interest
- Emory Policy 7.11 - Export Control
- Emory Policy 7.38 - Conflict of Commitment for Faculty, Postdoc Fellows /Trainees, and Research Staff

Federal

- CHIPS and Science Act
- DOD Policy on Risk-Based Security Reviews for Fundamental Research
- 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 relevent definitions.