



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



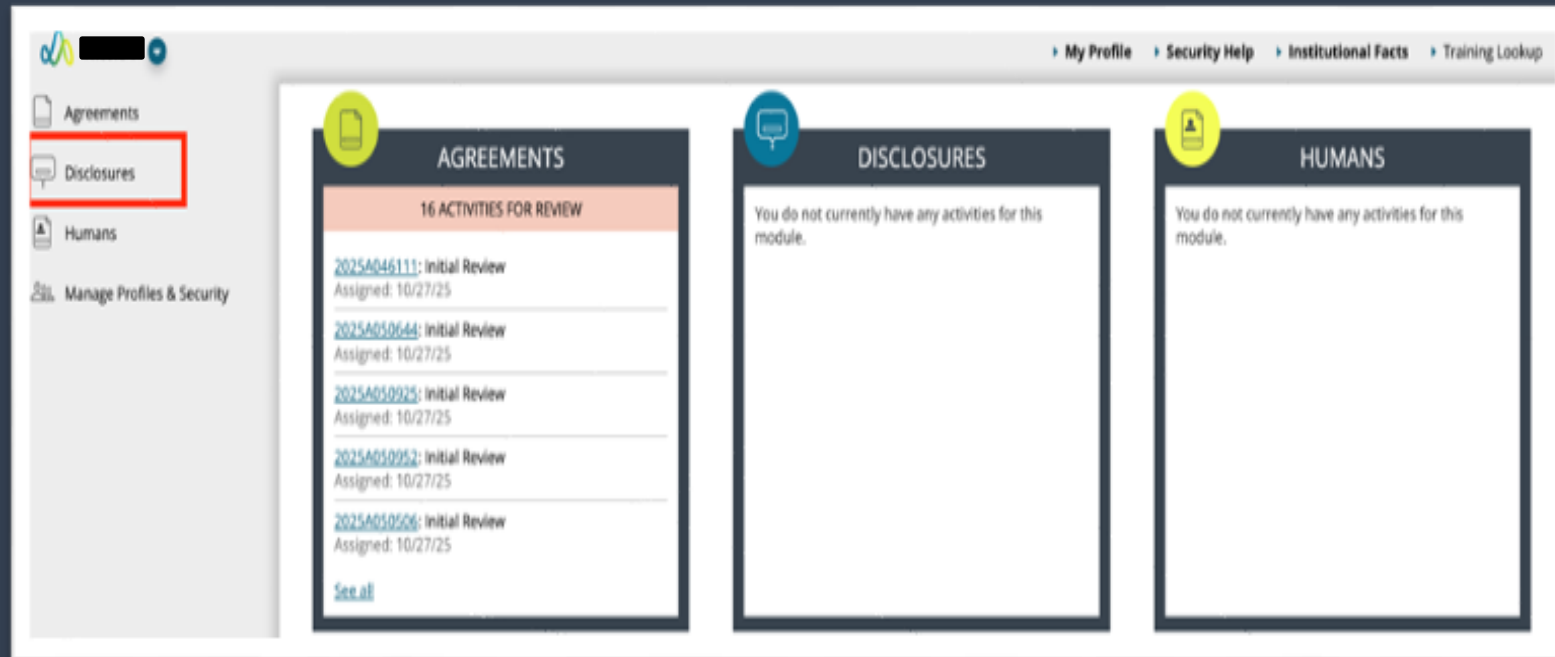
EMORY
UNIVERSITY

Research Compliance and Regulatory Affairs
Research Administration

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, it says: '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 bulleted list follows: '• 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.', and '• You must click "Submit" to submit your Annual Form.' Below the list, it says: '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.' At the bottom, a button labeled 'Start Annual Cycle' is 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.

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 7.7.1](#)):

- 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.