Confirming No Disclosures in Insight

How-To Guide

Insight is Emory University's platform for managing research protocols and related administrative workflows. This guide provides step-by-step instructions for completing the Annual Disclosure in Insight when you have nothing to disclose. It walks you through logging in, answering required questions and submitting the form, ensuring compliance with Emory's conflict of interest policies.

Confirm No Disclosures

1. On the Dashboard, you will see the Annual Disclosure form appear under the Disclosures module in the Activates for Review list. Click **Annual Disclosure form required**. *The Emory Annual Disclosure form instruction page opens.*
   a. You can also navigate here by clicking **Disclosures** on the Dashboard or the menu on the left, then clicking **Activities for Review**.
   b. The Annual Disclosure form is required for completion between December and February.
2. Review the Emory Annual Disclosure Form instructions and click **Start Annual Cycle**. *The Annual Disclosure form opens.*
3. Answer the initial questions by clicking the **button** next to each appropriate answer. You will be asked whether you are an Emory University or Emory Healthcare employee, whether you are faculty or staff and whether you are engaged in research.
4. Answer the disclosure questions by clicking the **button** next to each appropriate answer. You will be asked about outside interests, financial relationships and sponsored activities.
   a. If nothing applies, select **No** for each question. If you have nothing to disclose, leave the final comment field blank.
5. Click **Next** at the bottom of the page. *The Table of Financial Interests opens.*
6. The **Table of Financial Interests** will show any disclosed financial interest throughout the year. If you have no previously disclosed interests, nothing will display here, and no edits or updates are needed.
7. On the right of the screen, confirm that the **Submission Checklist** shows the message, **All validations in this area have been completed.**
   a. This indicates the form is complete and ready to submit.
8. At the bottom right of the screen, click the checkbox by the message, **I have answered fully and to the best of my ability**. Then click **Submit**. *The Annual Disclosure is submitted successfully with nothing to disclose.*

Additional Resources

- Visit the [Project Insight SharePoint page] for additional training materials and project updates.