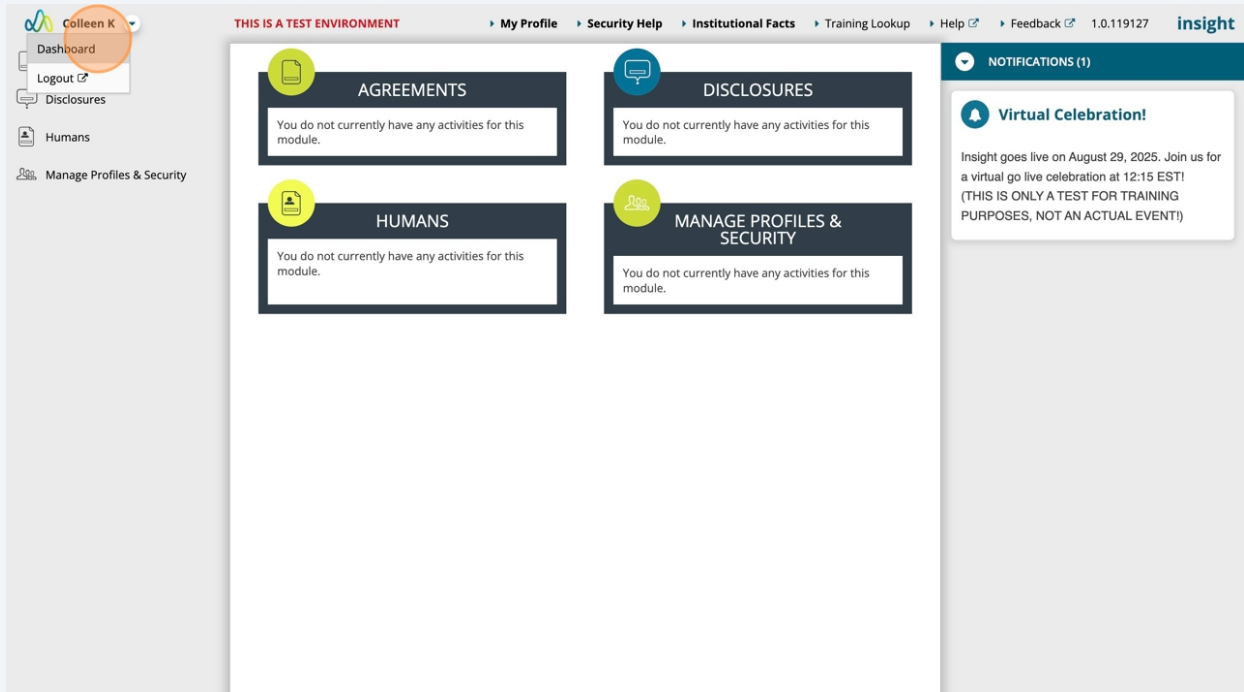
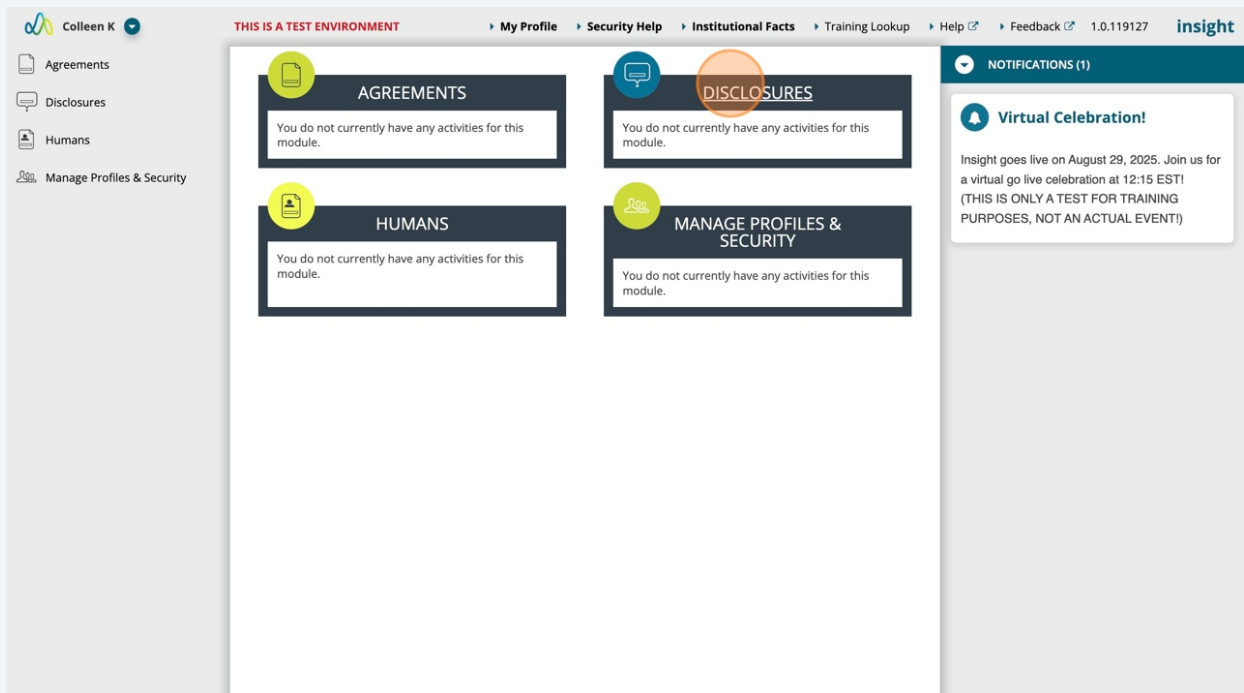


## 2 Click "Dashboard"



## 3 Click "Disclosures"



## 4 Click "My Travel"

**My Updates** 9 Last updated date: 08/13/25

Use My Updates to report:  
 (1) your interests in any eCOI form required for a new grant proposal or IRB protocol.  
 (2) a new Significant Financial Interest (if you are an Investigator on a Public Health Service funded research project); or  
 (3) interests at any time as they occur throughout the year.

**NOTES:**  
 Listed in the Center Work space are Entities you have previously reported interests. Anything reported in My Updates will pre-populate in the following Annual Form. To add an interest for an Entity listed, click Update.

Entity Name	Last Updated	Incomplete	Report
<b>Active / Recently Disclosed Interests</b> Interests you disclosed as an Update or on the Annual Form in the last two calendar years. Only Financial Interests and IP Interests will display on the eCOI form			
<input type="checkbox"/> Australasian Society For Infectious Diseases	03/25/25	No Incomplete Disclosures	<a href="#">Update</a> <a href="#">View All</a>
<input type="checkbox"/> Biomed Valley Discoveries, Inc.	04/29/25	No Incomplete Disclosures	<a href="#">Update</a> <a href="#">View All</a>
<input type="checkbox"/> CDC - Centers for Disease Control and Prevention	04/29/25	No Incomplete Disclosures	<a href="#">Update</a> <a href="#">View All</a>
<input type="checkbox"/> Dr Vince Clinical Research LLC	06/27/24	No Incomplete Disclosures	<a href="#">Update</a> <a href="#">View All</a>
<input type="checkbox"/> Ferring Pharmaceuticals	04/29/25	No Incomplete Disclosures	<a href="#">Update</a> <a href="#">View All</a>
<input type="checkbox"/> National Multiple Sclerosis Society	08/13/25	No Incomplete Disclosures	<a href="#">Update</a> <a href="#">View All</a>
<input type="checkbox"/> Vedanta Biosciences	06/18/24	No Incomplete Disclosures	<a href="#">Update</a> <a href="#">View All</a>
<input type="checkbox"/> Womble Bond Dickinson (US) LLP	04/29/25	No Incomplete Disclosures	<a href="#">Update</a> <a href="#">View All</a>
<b>Historical Interests</b> All other interests you disclosed			

## 5 Do not use this Upper area to fill in new Travel. This is simply for searching. If you'd like to start a new Foreign Travel disclosure, please use the Add Travel button.

**My Travel** 10

Outside Entity: Start typing to initiate... Purpose: Select... ☒ Include submitted

Destination: Start typing to initiate... Duration: [Start Date] - [End Date] [Search](#) [Clear Selections](#)

View Travel For: (You) Kraft, Colleen S [Submit Selected](#) [Add Travel](#)

Entity Name	Prof/Sci Assn or NonProfit Edtn	Travelers	Purpose	Destination	Comment	Duration	Amount Paid	Submitted	Notes
<b>2025</b>									
<input type="checkbox"/> Biomed Valley Discoveries, Inc.	No								<a href="#">Delete</a>
<input type="checkbox"/> Ferring Pharmaceuticals	No								<a href="#">Delete</a>
<input type="checkbox"/> Ferring Pharmaceuticals	No								<a href="#">Delete</a>
<input type="checkbox"/> Womble Bond Dickinson (US) LLP	No								<a href="#">Delete</a>
<input type="checkbox"/> Womble Bond Dickinson (US) LLP	No								<a href="#">Delete</a>
<input type="checkbox"/> Ferring Pharmaceuticals	No								<a href="#">Delete</a>
<input type="checkbox"/> Womble Bond Dickinson (US) LLP	No								<a href="#">Delete</a>
<input type="checkbox"/> Biomed Valley Discoveries, Inc.	No								<a href="#">Delete</a>
<input type="checkbox"/> Biomed Valley Discoveries, Inc.	No								<a href="#">Delete</a>
<input type="checkbox"/> Hiv Prevention Trials Network	No	You	Conference	Damascus Syria		08/13/25 - 08/15/25	5000	08/12/25	<a href="#">Delete</a>

## 6 Click this field.

Colleen K THIS IS A TEST ENVIRONMENT My Profile Security Help Institutional Facts Training Lookup Help Feedback 1.0.119127 insight Travel

**DISCLOSURES**

- Action Required 0
- Notifications 2
- My Updates
- My Annual Reviewed
- My Travel
  - New Travel In Progress
- Agreements
- Humans
- Manage Profiles & Security

**New Travel** Questions? Email Oll Delete Close panel

Use this form to enter information about the Entity that sponsored or reimbursed your travel. Type the Entity name in the search box below to search for the Entity in the database. Keep typing the name until the search results display the Entity you need to disclose, then click on the name of the Entity to select it. The name of the Entity and prepopulated information about it will then display in the form. You cannot change the answers to prepopulated questions. If the Entity is not found in the database, type the full name of the Entity in the search box and then answer the questions below about the Entity.

Type the Entity name to search for the Entity

An Outside Entity is any Entity, whether U.S. or foreign, that is not a Emory organization. This includes for-profit companies, non-profit organizations, private and public foundations, academic and research institutions, hospitals, medical centers, government entities, etc.

Is the Outside Entity a for profit organization?

☐ Yes ☐ No

Is the Outside Entity a publicly traded company?

☐ Yes ☐ No

Is this a foreign entity?

☐ Yes ☐ No

Description of Outside Entity's primary business:

Select...

Indicate if the Entity is any of the following:  
Professional Association

Note that travel payments made by professional associations and

**Submission Checklist**

- Enter the name of the Outside Entity.
- State if the Outside Entity is a for-profit organization.
- State if the Outside Entity is a publicly traded company.
- Is this a foreign entity?
- Identify the Outside Entity's primary business.
- Indicate whether the Outside Entity is one of those listed.
- Indicate the Traveler whose expenses were paid for.
- Select purpose of trip.
- Enter Start Date of trip.
- Enter End Date of trip.
- Enter Country and City of destination(s)
- Will traveler be reimbursed for travel costs?
- Is the outside entity prepaying for travel expenses?
- Is the outside activity related to Emory responsibilities?
- Did you receive in-kind support?
- Will you be engaged in research activities outside of Emory?
- Has the traveler completed international travel training?
- What equipment, materials, data or software you plan to take?
- Is travel allowable in current awards?
- Is pre-approval required on any of your awards?

## 7 Type "american society for micro"

Colleen K THIS IS A TEST ENVIRONMENT My Profile Security Help Institutional Facts Training Lookup Help Feedback 1.0.119127 insight Travel

**DISCLOSURES**

- Action Required 0
- Notifications 2
- My Updates
- My Annual Reviewed
- My Travel
  - American Society For Microbiol In Progress
- Agreements
- Humans
- Manage Profiles & Security

**American Society For Microbiol** Questions? Email Oll Delete Close panel

Use this form to enter information about the Entity that sponsored or reimbursed your travel. Type the Entity name in the search box below to search for the Entity in the database. Keep typing the name until the search results display the Entity you need to disclose, then click on the name of the Entity to select it. The name of the Entity and prepopulated information about it will then display in the form. You cannot change the answers to prepopulated questions. If the Entity is not found in the database, type the full name of the Entity in the search box and then answer the questions below about the Entity.

Type the Entity name to search for the Entity

**American Society For Microbiol**

An Outside Entity is any Entity, whether U.S. or foreign, that is not a Emory organization. This includes for-profit companies, non-profit organizations, private and public foundations, academic and research institutions, hospitals, medical centers, government entities, etc.

Is the Outside Entity a for profit organization?

☒ Yes ☐ No

Is the Outside Entity a publicly traded company?

☐ Yes ☒ No

Is this a foreign entity?

☐ Yes ☒ No

Description of Outside Entity's primary business:

Other (e.g. Accounting, Advertising Services, Architecture, and Construction)

Please describe the Outside Entity's primary business:

**Submission Checklist**

- Please describe the 'other' nature of the Outside Entity's business
- Indicate whether the Outside Entity is one of those listed.
- Indicate the Traveler whose expenses were paid for.
- Select purpose of trip.
- Enter Start Date of trip.
- Enter End Date of trip.
- Enter Country and City of destination(s)
- Will traveler be reimbursed for travel costs?
- Is the outside entity prepaying for travel expenses?
- Is the outside activity related to Emory responsibilities?
- Did you receive in-kind support?
- Will you be engaged in research activities outside of Emory?
- Has the traveler completed international travel training?
- What equipment, materials, data or software you plan to take?
- Is travel allowable in current awards?
- Is pre-approval required on any of your awards?

## 8 Click "American Society For Microbiol"

Colleen K THIS IS A TEST ENVIRONMENT My Profile Security Help Institutional Facts Training Lookup Help Feedback 1.0.119127 insight Travel

**DISCLOSURES**

- Action Required 0
- Notifications 2
- My Updates
- My Annual Reviewed
- My Travel
  - New Travel In Progress
- Agreements
- Humans
- Manage Profiles & Security

**New Travel** Questions? Email Oll Delete Close panel

Use this form to enter information about the Entity that sponsored or reimbursed your travel. Type the Entity name in the search box below to search for the Entity in the database. Keep typing the name until the search results display the Entity you need to disclose, then click on the name of the Entity to select it. The name of the Entity and prepopulated information about it will then display in the form. You cannot change the answers to prepopulated questions. If the Entity is not found in the database, type the full name of the Entity in the search box and then answer the questions below about the Entity.

american society for micro

american society for micro New Entity

American Society For Microbiol

An Outside Entity is any Entity, whether U.S. or foreign, that is not a Emory organization. This includes for-profit companies, non-profit organizations, private and public foundations, academic and research institutions, hospitals, medical centers, government entities, etc.

Is the Outside Entity a for profit organization?

☐ Yes ☐ No

Is the Outside Entity a publicly traded company?

☐ Yes ☐ No

Is this a foreign entity?

☐ Yes ☐ No

Description of Outside Entity's primary business:

Select...

Indicate if the Entity is any of the following:  
Professional Association

Note that travel payments made by professional associations and

**Submission Checklist**

- Enter the name of the Outside Entity.
- State if the Outside Entity is a for-profit organization.
- State if the Outside Entity is a publicly traded company.
- Is this a foreign entity?
- Identify the Outside Entity's primary business.
- Indicate whether the Outside Entity is one of those listed.
- Indicate the Traveler whose expenses were paid for.
- Select purpose of trip.
- Enter Start Date of trip.
- Enter End Date of trip.
- Enter Country and City of destination(s)
- Will traveler be reimbursed for travel costs?
- Is the outside entity prepaying for travel expenses?
- Is the outside activity related to Emory responsibilities?
- Did you receive in-kind support?
- Will you be engaged in research activities outside of Emory?
- Has the traveler completed international travel training?
- What equipment, materials, data or software you plan to take?
- Is travel allowable in current awards?
- Is pre-approval required on any of your awards?

## 9 Insight should already know the entity and will answer the questions regarding the the entity.

My Annual Reviewed

My Travel

American Society For Microbiol In Progress

Agreements

Humans

Manage Profiles & Security

Type the Entity name to search for the Entity

Is the Outside Entity a for profit organization?

☐ Yes ☐ No

Is the Outside Entity a publicly traded company?

☐ Yes ☒ No

Is this a foreign entity?

☐ Yes ☒ No

Description of Outside Entity's primary business:

Other (e.g. Accounting, Advertising Services, Architecture, and Construction)

Please describe the Outside Entity's primary business:

Indicate if the Entity is any of the following:  
Professional Association  
Scientific Society  
Non-Profit Foundation  
U.S. Academic Medical Center or Hospital  
U.S. Government Agency  
U.S. Institution of Higher Education  
Research Institute Affiliated with a U.S. Institution of Higher Education

☐ Yes ☐ No

Entity paid expenses for:

☐ You  
☐ Domestic Partner  
☐ Dependent Child

Purpose of Trip:

Outside Entity's business

- Indicate whether the Outside Entity is one of those listed.
- Indicate the Traveler whose expenses were paid for.
- Select purpose of trip.
- Enter Start Date of trip.
- Enter End Date of trip.
- Enter Country and City of destination(s)
- Will traveler be reimbursed for travel costs?
- Is the outside entity prepaying for travel expenses?
- Is the outside activity related to Emory responsibilities?
- Did you receive in-kind support?
- Will you be engaged in research activities outside of Emory?
- Has the traveler completed international travel training?
- What equipment, materials, data or software you plan to take?
- Is travel allowable in current awards?
- Is pre-approval required on any of your awards?

## 10 Click the "Yes" field.

My Travel

American Society For Microbiol In Progress

Agreements

Humans

Manage Profiles & Security

☒ Yes ☐ No

Is the Outside Entity a publicly traded company?
 

☐ Yes ☒ No

Is this a foreign entity?
 

☐ Yes ☒ No

Description of Outside Entity's primary business:
 

Other (e.g. Accounting, Advertising Services, Architecture, and Construction)

Please describe the Outside Entity's primary business:

**Indicate if the Entity is any of the following:**

Professional Association  
 Scientific Society  
 Non-Profit Foundation  
 U.S. Academic Medical Center or Hospital  
 U.S. Government Agency  
 U.S. Institution of Higher Education  
 Research Institute Affiliated with a U.S. Institution of Higher Education

☐ Yes ☒ No

Entity paid expenses for:
 

☐ You  
☐ Domestic Partner  
☐ Dependent Child

Purpose of Trip:
 

Select...

Publicly traded companies trade shares of stock on public stock market exchanges such as the NYSE or the NASDAQ.

Note that travel payments made by professional associations and societies must be reported, assuming the \$5,000 per Entity threshold is reached.

- Indicate the Traveler whose expenses were paid for.
- Select purpose of trip.
- Enter Start Date of trip.
- Enter End Date of trip.
- Enter Country and City of destination(s)
- Will traveler be reimbursed for travel costs?
- Is the outside entity prepaying for travel expenses?
- Is the outside activity related to Emory responsibilities?
- Did you receive in-kind support?
- Will you be engaged in research activities outside of Emory?
- Has the traveler completed international travel training?
- What equipment, materials, data or software you plan to take?
- Is travel allowable in current awards?
- Is pre-approval required on any of your awards?

Cancel

SAVE

SUBMIT

## 11 Click the "Please describe the Outside Entity's primary business:\*" field.

My Annual Reviewed

My Travel

American Society For Microbiol In Progress

Agreements

Humans

Manage Profiles & Security

Type the Entity name to search for the Entity

☒ Yes ☐ No

Is the Outside Entity a publicly traded company?
 

☐ Yes ☒ No

Is this a foreign entity?
 

☐ Yes ☒ No

Description of Outside Entity's primary business:
 

Other (e.g. Accounting, Advertising Services, Architecture, and Construction)

Please describe the Outside Entity's primary business:

**Indicate if the Entity is any of the following:**

Professional Association  
 Scientific Society  
 Non-Profit Foundation  
 U.S. Academic Medical Center or Hospital  
 U.S. Government Agency  
 U.S. Institution of Higher Education  
 Research Institute Affiliated with a U.S. Institution of Higher Education

☒ Yes ☐ No

Entity paid expenses for:
 

☐ You  
☐ Domestic Partner  
☐ Dependent Child

Purpose of Trip:

Type the Entity name to search for the Entity

Publicly traded companies trade shares of stock on public stock market exchanges such as the NYSE or the NASDAQ.

Note that travel payments made by professional associations and societies must be reported, assuming the \$5,000 per Entity threshold is reached.

Outside Entity's business

- Indicate the Traveler whose expenses were paid for.
- Select purpose of trip.
- Enter Start Date of trip.
- Enter End Date of trip.
- Enter Country and City of destination(s)
- Will traveler be reimbursed for travel costs?
- Is the outside entity prepaying for travel expenses?
- Is the outside activity related to Emory responsibilities?
- Did you receive in-kind support?
- Will you be engaged in research activities outside of Emory?
- Has the traveler completed international travel training?
- What equipment, materials, data or software you plan to take?
- Is travel allowable in current awards?
- Is pre-approval required on any of your awards?



## 12 Type "Society for microbiology"

Colleen K

THIS IS A TEST ENVIRONMENT

My Profile Security Help Institutional Facts Training Lookup Help Feedback 1.0.119127 insight

DISCLOSURES

Action Required 0

Notifications 2

My Updates

My Annual Reviewed

My Travel

American Society For Microbiol In Progress

Agreements

Humans

Manage Profiles & Security

American Society For Microbiol Questions? Email Oll Delete Close panel Travel

Instructions

Submission Checklist

- Please describe the 'other' nature of the Outside Entity's business
- Indicate the Traveler whose expenses were paid for.
- Select purpose of trip.
- Enter Start Date of trip.
- Enter End Date of trip.
- Enter Country and City of destination(s)
- Will traveler be reimbursed for travel costs?
- Is the outside entity prepaying for travel expenses?
- Is the outside activity related to Emory responsibilities?
- Did you receive in-kind support?
- Will you be engaged in research activities outside of Emory?
- Has the traveler completed international travel training?
- What equipment, materials, data or software you plan to take?
- Is travel allowable in current awards?
- Is pre-approval required on any of your awards?

Use this form to enter information about the Entity that sponsored or reimbursed your travel. Type the Entity name in the search box below to search for the Entity in the database. Keep typing the name until the search results display the Entity you need to disclose, then click on the name of the Entity to select it. The name of the Entity and prepopulated information about it will then display in the form. You cannot change the answers to prepopulated questions. If the Entity is not found in the database, type the full name of the Entity in the search box and then answer the questions below about the Entity.

Type the Entity name to search for the Entity

Indicate if the Entity is any of the following:

Professional Association  
Scientific Society  
Non-Profit Foundation  
U.S. Academic Medical Center or Hospital  
U.S. Government Agency  
U.S. Institution of Higher Education  
Research Institute Affiliated with a U.S. Institution of Higher Education

Note that travel payments made by professional associations and societies must be reported, assuming the \$5,000 per Entity threshold is reached.

Entity paid expenses for:

☒ You  
☐ Domestic Partner  
☐ Dependent Child

Purpose of Trip:

Select...

Dates covered by sponsored travel:  
(If you extend your trip for vacation/personal time, only report the dates covered by sponsored travel.)

Start Date:

If the Entity paid for your roundtrip airfare or other transportation, and you extended the trip for a vacation or other personal time (for which the Entity did not pay), please provide details in the comments box below.

## 13 Click the "You" field.

Colleen K

THIS IS A TEST ENVIRONMENT

My Profile Security Help Institutional Facts Training Lookup Help Feedback 1.0.119127 insight

DISCLOSURES

Action Required 0

Notifications 2

My Updates

My Annual Reviewed

My Travel

American Society For Microbiol In Progress

Agreements

Humans

Manage Profiles & Security

American Society For Microbiol Questions? Email Oll Delete Close panel Travel

Instructions

Submission Checklist

- Please describe the 'other' nature of the Outside Entity's business
- Indicate the Traveler whose expenses were paid for.
- Select purpose of trip.
- Enter Start Date of trip.
- Enter End Date of trip.
- Enter Country and City of destination(s)
- Will traveler be reimbursed for travel costs?
- Is the outside entity prepaying for travel expenses?
- Is the outside activity related to Emory responsibilities?
- Did you receive in-kind support?
- Will you be engaged in research activities outside of Emory?
- Has the traveler completed international travel training?
- What equipment, materials, data or software you plan to take?
- Is travel allowable in current awards?
- Is pre-approval required on any of your awards?

Use this form to enter information about the Entity that sponsored or reimbursed your travel. Type the Entity name in the search box below to search for the Entity in the database. Keep typing the name until the search results display the Entity you need to disclose, then click on the name of the Entity to select it. The name of the Entity and prepopulated information about it will then display in the form. You cannot change the answers to prepopulated questions. If the Entity is not found in the database, type the full name of the Entity in the search box and then answer the questions below about the Entity.

Type the Entity name to search for the Entity

Indicate if the Entity is any of the following:

Professional Association  
Scientific Society  
Non-Profit Foundation  
U.S. Academic Medical Center or Hospital  
U.S. Government Agency  
U.S. Institution of Higher Education  
Research Institute Affiliated with a U.S. Institution of Higher Education

Note that travel payments made by professional associations and societies must be reported, assuming the \$5,000 per Entity threshold is reached.

Entity paid expenses for:

☒ You  
☐ Domestic Partner  
☐ Dependent Child

Purpose of Trip:

Select...

Dates covered by sponsored travel:  
(If you extend your trip for vacation/personal time, only report the dates covered by sponsored travel.)

Start Date:

If the Entity paid for your roundtrip airfare or other transportation, and you extended the trip for a vacation or other personal time (for which the Entity did not pay), please provide details in the comments box below.

## 14 Click "Select..."

My Annual Reviewed

My Travel

American Society For Microbiol In Progress

Agreements

Humans

Manage Profiles & Security

**Indicate if the Entity is any of the following:**

Professional Association  
Scientific Society  
Non-Profit Foundation  
U.S. Academic Medical Center or Hospital  
U.S. Government Agency  
U.S. Institution of Higher Education  
Research Institute Affiliated with a U.S. Institution of Higher Education

☒ Yes ☐ No

Note that travel payments made by professional associations and societies must be reported, assuming the \$5,000 per Entity threshold is reached.

Entity paid expenses for:

☒ You  
☐ Domestic Partner  
☐ Dependent Child

Purpose of Trip:

Select...

Clinical Services  
Conference  
Consulting  
Other  
SAB  
Talk

End Date:

Entity did not pay; please provide details in the comments box below.

If you extend your trip for vacation/personal time, only report the dates covered by sponsored travel. For example, you traveled on Jan. 5, the meeting with the Entity was held on Jan. 6, you extended your trip for personal time from Jan. 7-10 and returned on Jan. 11. The

- Enter End Date of trip.
- Enter Country and City of destination(s)
- Will traveler be reimbursed for travel costs?
- Is the outside entity prepaying for travel expenses?
- Is the outside activity related to Emory responsibilities?
- Did you receive in-kind support?
- Will you be engaged in research activities outside of Emory?
- Has the traveler completed international travel training?
- What equipment, materials, data or software you plan to take?
- Is travel allowable in current awards?
- Is pre-approval required on any of your awards?

Cancel

SAVE

SUBMIT

## 15 Click "Conference"

My Travel

American Society For Microbiol In Progress

Agreements

Humans

Manage Profiles & Security

**Indicate if the Entity is any of the following:**

Professional Association  
Scientific Society  
Non-Profit Foundation  
U.S. Academic Medical Center or Hospital  
U.S. Government Agency  
U.S. Institution of Higher Education  
Research Institute Affiliated with a U.S. Institution of Higher Education

☒ Yes ☐ No

Note that travel payments made by professional associations and societies must be reported, assuming the \$5,000 per Entity threshold is reached.

Entity paid expenses for:

☒ You  
☐ Domestic Partner  
☐ Dependent Child

Purpose of Trip:

Select...

Clinical Services  
Conference  
Consulting  
Other  
SAB  
Talk

End Date:

Entity did not pay; please provide details in the comments box below.

If you extend your trip for vacation/personal time, only report the dates covered by sponsored travel. For example, you traveled on Jan. 5, the meeting with the Entity was held on Jan. 6, you extended your trip for personal time from Jan. 7-10 and returned on Jan. 11. The company paid for your roundtrip

- Enter Country and City of destination(s)
- Will traveler be reimbursed for travel costs?
- Is the outside entity prepaying for travel expenses?
- Is the outside activity related to Emory responsibilities?
- Did you receive in-kind support?
- Will you be engaged in research activities outside of Emory?
- Has the traveler completed international travel training?
- What equipment, materials, data or software you plan to take?
- Is travel allowable in current awards?
- Is pre-approval required on any of your awards?

Cancel

SAVE

SUBMIT

## 16 Click here.

My Annual Reviewed

My Travel

American Society For Microbiol In Progress

Agreements

Humans

Manage Profiles & Security

☒ Yes ☐ No

Entity paid expenses for:  
☒ You  
☐ Domestic Partner  
☐ Dependent Child

Purpose of Trip:

**Dates covered by sponsored travel:**  
 (If you extend your trip for vacation/personal time, only report the dates covered by sponsored travel.)

Start Date:

End Date:

Destination Country and City. If multiple destinations, list all.  

Country	City

- Enter Country and City of destination(s)
- Will traveler be reimbursed for travel costs?
- Is the outside entity prepaying for travel expenses?
- Is the outside activity related to Emory responsibilities?
- Did you receive in-kind support?
- Will you be engaged in research activities outside of Emory?
- Has the traveler completed international travel training?
- What equipment, materials, data or software you plan to take?
- Is travel allowable in current awards?
- Is pre-approval required on any of your awards?

## 17 Click this field.

My Annual Reviewed

My Travel

American Society For Microbiol In Progress

Agreements

Humans

Manage Profiles & Security

or other personal time (for which the Entity did not pay), please provide details in the comments box below.

End Date:

Destination Country and City. If multiple destinations, list all.  

Country	City

Amount Paid by Outside Entity (optional):

Name of the conference, symposium or other forum

Will traveler be reimbursed for the travel costs?  
☐ Yes ☐ No

Is the outside entity prepaying for travel expenses?  
☐ Yes ☐ No

Comments:

- Is the outside entity prepaying for travel expenses?
- Is the outside activity related to Emory responsibilities?
- Did you receive in-kind support?
- Will you be engaged in research activities outside of Emory?
- Has the traveler completed international travel training?
- What equipment, materials, data or software you plan to take?
- Is travel allowable in current awards?
- Is pre-approval required on any of your awards?



## 18 Type "India"

My Annual Reviewed

My Travel

American Society For Microbiol In Progress

Agreements

Humans

Manage Profiles & Security

Type the entity name to search for the entity

End Date: 11/01/2025

or other personal time (for which the Entity did not pay), please provide details in the comments box below.

If you extend your trip for vacation/personal time, only report the dates covered by sponsored travel. For example, you traveled on Jan. 5, the meeting with the Entity was held on Jan. 6, you extended your trip for personal time from Jan. 7-10 and returned on Jan. 11. The company paid for your roundtrip airfare and your hotel on Jan. 5-6, but not Jan. 7-10.

Destination Country and City. If multiple destinations, list all.

Country	City
India	

+ Add row

Amount Paid by Outside Entity (optional):

Name of the conference, symposium or other forum

Will traveler be reimbursed for the travel costs?

☐ Yes
 ☐ No

Is the outside entity prepaying for travel expenses?

☐ Yes
 ☐ No

- Is the outside entity prepaying for travel expenses?
- Is the outside activity related to Emory responsibilities?
- Did you receive in-kind support?
- Will you be engaged in research activities outside of Emory?
- Has the traveler completed international travel training?
- What equipment, materials, data or software you plan to take?
- Is travel allowable in current awards?
- Is pre-approval required on any of your awards?

## 19 Click this field.

My Annual Reviewed

My Travel

American Society For Microbiol In Progress

Agreements

Humans

Manage Profiles & Security

Type the entity name to search for the entity

End Date: 11/01/2025

or other personal time (for which the Entity did not pay), please provide details in the comments box below.

If you extend your trip for vacation/personal time, only report the dates covered by sponsored travel. For example, you traveled on Jan. 5, the meeting with the Entity was held on Jan. 6, you extended your trip for personal time from Jan. 7-10 and returned on Jan. 11. The company paid for your roundtrip airfare and your hotel on Jan. 5-6, but not Jan. 7-10.

Destination Country and City. If multiple destinations, list all.

Country	City
India	

+ Add row

Amount Paid by Outside Entity (optional):

Name of the conference, symposium or other forum

Will traveler be reimbursed for the travel costs?

☐ Yes
 ☐ No

Is the outside entity prepaying for travel expenses?

☐ Yes
 ☐ No

- Is the outside entity prepaying for travel expenses?
- Is the outside activity related to Emory responsibilities?
- Did you receive in-kind support?
- Will you be engaged in research activities outside of Emory?
- Has the traveler completed international travel training?
- What equipment, materials, data or software you plan to take?
- Is travel allowable in current awards?
- Is pre-approval required on any of your awards?

## 20 Type "Bengaluru"

My Annual Reviewed

My Travel

American Society For Microbiol In Progress

Agreements

Humans

Manage Profiles & Security

Type the entity name to search for the entity

End Date: 11/01/2025

Destination Country and City. If multiple destinations, list all.

Country	City
India	Bengaluru

+ Add row

Amount Paid by Outside Entity (optional):

Name of the conference, symposium or other forum

Will traveler be reimbursed for the travel costs?

Is the outside entity prepaying for travel expenses?

Comments:

or other personal time (for which the Entity did not pay), please provide details in the comments box below.

If you extend your trip for vacation/personal time, only report the dates covered by sponsored travel. For example, you traveled on Jan. 5, the meeting with the Entity was held on Jan. 6, you extended your trip for personal time from Jan. 7-10 and returned on Jan. 11. The company paid for your roundtrip airfare and your hotel on Jan. 5-6, but not Jan. 7-10.

expenses?

- Is the outside activity related to Emory responsibilities?
- Did you receive in-kind support?
- Will you be engaged in research activities outside of Emory?
- Has the traveler completed international travel training?
- What equipment, materials, data or software you plan to take?
- Is travel allowable in current awards?
- Is pre-approval required on any of your awards?

## 21 Click the "Amount Paid by Outside Entity (optional):\*" field.

My Travel

American Society For Microbiol In Progress

Agreements

Humans

Manage Profiles & Security

End Date: 11/01/2025

Destination Country and City. If multiple destinations, list all.

Country	City
India	Bengaluru

+ Add row

Amount Paid by Outside Entity (optional):

Name of the conference, symposium or other forum

Will traveler be reimbursed for the travel costs?

Is the outside entity prepaying for travel expenses?

Comments:

or other personal time (for which the Entity did not pay), please provide details in the comments box below.

If you extend your trip for vacation/personal time, only report the dates covered by sponsored travel. For example, you traveled on Jan. 5, the meeting with the Entity was held on Jan. 6, you extended your trip for personal time from Jan. 7-10 and returned on Jan. 11. The company paid for your roundtrip airfare and your hotel on Jan. 5-6, but not Jan. 7-10.

expenses?

- Is the outside activity related to Emory responsibilities?
- Did you receive in-kind support?
- Will you be engaged in research activities outside of Emory?
- Has the traveler completed international travel training?
- What equipment, materials, data or software you plan to take?
- Is travel allowable in current awards?
- Is pre-approval required on any of your awards?

Cancel

SAVE

SUBMIT

## 22 Click the "Name of the conference, symposium or other forum\*" field.

✈ My Travel

American Society For Microbiol In Progress

📄 Agreements

👤 Humans

🔒 Manage Profiles & Security

End Date:

11/01/2025

or other personal time (for which the Entity did not pay), please provide details in the comments box below.

If you extend your trip for vacation/personal time, only report the dates covered by sponsored travel. For example, you traveled on Jan. 5, the meeting with the Entity was held on Jan. 6, you extended your trip for personal time from Jan. 7-10 and returned on Jan. 11. The company paid for your roundtrip airfare and your hotel on Jan. 5-6, but not Jan. 7-10.

Destination Country and City. If multiple destinations, list all.

Country	City
India	Bengaluru

+ Add row

Amount Paid by Outside Entity (optional):

0

Name of the conference, symposium or other forum\*

Will traveler be reimbursed for the travel costs?

☐ Yes ☐ No

Is the outside entity prepaying for travel expenses?

☐ Yes ☐ No

Comments:

Cancel SAVE SUBMIT

## 23 Type "ASM GRS Bengaluru"

✈ My Travel

American Society For Microbiol In Progress

📄 Agreements

👤 Humans

🔒 Manage Profiles & Security

Destination Country and City. If multiple destinations, list all.

Country	City
India	Bengaluru

+ Add row

Amount Paid by Outside Entity (optional):

0

Name of the conference, symposium or other forum\*

ASM GRS Bengaluru

Will traveler be reimbursed for the travel costs?

☐ Yes ☐ No

Is the outside entity prepaying for travel expenses?

☐ Yes ☐ No

Comments:

Upload supporting documentation for the trip (invite, conference agenda, speaking topics, visiting professor, board or committee

Cancel SAVE SUBMIT

**24** Click the "Yes" field.

My Travel

American Society For Microbiol

In Progress

Agreements

Humans

Manage Profiles & Security

Destination Country and City. If multiple destinations, list all.

Country	City
India	Bengaluru

+ Add row

Amount Paid by Outside Entity (optional):

Name of the conference, symposium or other forum

Will traveler be reimbursed for the travel costs?  
☐ Yes ☐ No

Is the outside entity prepaying for travel expenses?  
☐ Yes ☐ No

Comments:

Upload supporting documentation for the trip (invite, conference agenda, speaking topics, visiting professor, board or committee

Cancel

SAVE

SUBMIT

**25** Click the "Please provide the approximate reimbursement you were provided\*" field.

My Travel

American Society For Microbiol In Progress

Agreements

Humans

Manage Profiles & Security

CountryCityIndiaBengaluruAdd row

Amount Paid by Outside Entity (optional):  
0

Name of the conference, symposium or other forum  
ASM GRS Bengaluru

Will traveler be reimbursed for the travel costs?  
☒ Yes ☐ No

Please provide the approximate reimbursement you were provided

Is the outside entity prepaying for travel expenses?  
☐ Yes ☐ No

Comments:

Jan. 7, the meeting was held at the Emory campus and was held on Jan. 6, you extended your trip for personal time from Jan. 7-10 and returned on Jan. 11. The company paid for your roundtrip airfare and your hotel on Jan. 5-6, but not Jan. 7-10.

- Did you receive in-kind support?
- Will you be engaged in research activities outside of Emory?
- Has the traveler completed international travel training?
- What equipment, materials, data or software you plan to take?
- Is travel allowable in current awards?
- Is pre-approval required on any of your awards?

CancelSAVESUBMIT

## 26 Click the "Yes" field.

**My Travel**  
American Society For Microbiol **In Progress**

Agreements  
Humans  
Manage Profiles & Security

Destination Country and City. If multiple destinations, list all.

Country	City
India	Bengaluru

+Add row

Amount Paid by Outside Entity (optional):  
0

Name of the conference, symposium or other forum  
ASM GRS Bengaluru

Will traveler be reimbursed for the travel costs?  
☒ Yes ☐ No

Please provide the approximate reimbursement you were provided  
8000

Is the outside entity prepaying for travel expenses?  
☐ Yes ☐ No

Comments:

Upload supporting documentation for the trip (invite, conference agenda, speaking topics, visiting professor, board or committee meeting, consulting contract, etc.)

- Did you receive in-kind support?
- Will you be engaged in research activities outside of Emory?
- Has the traveler completed international travel training?
- What equipment, materials, data or software you plan to take?
- Is travel allowable in current awards?
- Is pre-approval required on any of your awards?

Cancel **SAVE** **SUBMIT**

## 27 Click the "Please provide the approximate value of the prepaid travel\*" field.

**My Travel**  
American Society For Microbiol **In Progress**

Agreements  
Humans  
Manage Profiles & Security

Destination Country and City. If multiple destinations, list all.

Country	City
India	Bengaluru

+Add row

Amount Paid by Outside Entity (optional):  
0

Name of the conference, symposium or other forum  
ASM GRS Bengaluru

Will traveler be reimbursed for the travel costs?  
☒ Yes ☐ No

Please provide the approximate reimbursement you were provided  
8000

Is the outside entity prepaying for travel expenses?  
☒ Yes ☐ No

Please provide the approximate value of the prepaid travel

Comments:

Upload supporting documentation for the trip (invite, conference agenda, speaking topics, visiting professor, board or committee meeting, consulting contract, etc.)

- Will you be engaged in research activities outside of Emory?
- Has the traveler completed international travel training?
- What equipment, materials, data or software you plan to take?
- Is travel allowable in current awards?
- Is pre-approval required on any of your awards?

Cancel **SAVE** **SUBMIT**

## 28 Click "select files from computer"

DISCLOSURES

Action Required 0
Notifications 2
My Updates
My Annual Reviewed
My Travel
American Society For Microbiol In Progress
Agreements
Humans
Manage Profiles & Security

American Society For Microbiol

Questions? Email OII
Delete
Close panel

Type the Entity name to search for the Entity

Upload supporting documentation for the trip (invite, conference agenda, speaking topics, visiting professor, board or committee meeting, consulting contract, etc.)

+ Drag & Drop files here or select files from computer

Type	File Name	Description	Modified	By
The search criteria yielded no results.				

Is the outside activity related to your Emory responsibilities?  
☐ Yes ☐ No

Did you receive in kind support?  
☐ Yes ☐ No

As part of this request, will you be engaging in research activities outside of Emory?  
☐ Yes ☐ No

Has the traveler completed international travel training?  
☐ Yes ☐ No

Instructions

Submission Checklist

- Is the outside activity related to Emory responsibilities?
- Did you receive in-kind support?
- Will you be engaged in research activities outside of Emory?
- Has the traveler completed international travel training?
- What equipment, materials, data or software you plan to take?
- Is travel allowable in current awards?
- Is pre-approval required on any of your awards?

## 29 Click the "No" field.

Action Required 0
Notifications 2
My Updates
My Annual Reviewed
My Travel
American Society For Microbiol In Progress
Agreements
Humans
Manage Profiles & Security

American Society For Microbiol

Questions? Email OII
Delete
Close panel

Type the Entity name to search for the Entity

Upload supporting documentation for the trip (invite, conference agenda, speaking topics, visiting professor, board or committee meeting, consulting contract, etc.)

+ Drag & Drop files here or select files from computer

Type	File Name	Description	Modified	By
PDF	Select...	[External] ASM GRS - Bengaluru, India - Itinerary + travel arrangements.pdf		

Is the outside activity related to your Emory responsibilities?  
☐ Yes ☒ No

Did you receive in kind support?  
☐ Yes ☐ No

As part of this request, will you be engaging in research activities outside of Emory?  
☐ Yes ☐ No

Has the traveler completed international travel training?  
☐ Yes ☐ No

What equipment, material, data, or software you plan to take?

Is travel allowable on current awards?

Instructions

Submission Checklist

- Is the outside activity related to Emory responsibilities?
- Did you receive in-kind support?
- Will you be engaged in research activities outside of Emory?
- Has the traveler completed international travel training?
- What equipment, materials, data or software you plan to take?
- Is travel allowable in current awards?
- Is pre-approval required on any of your awards?



## 30 Click the "No" field.

My Updates

My Annual Reviewed

My Travel

American Society For Microbiol In Progress

Agreements

Humans

Manage Profiles & Security

Entity in the search box and then answer the questions below about the Entity.

Type the Entity name to search for the Entity

Upload supporting documentation for the trip (invite, conference agenda, speaking topics, visiting professor, board or committee meeting, consulting contract, etc.)

+ Drag & Drop files here or select files from computer

Type	File Name	Description	Modified	By
	Select...	[External] ASM GRS - Bengaluru, India - Itinerary + travel arrangements.pdf		

Is the outside activity related to your Emory responsibilities?

☐ Yes
 ☒ No

Did you receive in kind support?

☐ Yes
 ☒ No

As part of this request, will you be engaging in research activities outside of Emory?

☐ Yes
 ☐ No

Has the traveler completed international travel training?

☐ Yes
 ☐ No

What equipment, material, data, or software you plan to take?

Is travel allowable on current awards?

☐ Yes
 ☐ No

Is pre-approval required on any of your awards?

- Did you receive in-kind support?
- Will you be engaged in research activities outside of Emory?
- Has the traveler completed international travel training?
- What equipment, materials, data or software you plan to take?
- Is travel allowable in current awards?
- Is pre-approval required on any of your awards?

## 31 Click the "No" field.

My Annual Reviewed

My Travel

American Society For Microbiol In Progress

Agreements

Humans

Manage Profiles & Security

Upload supporting documentation for the trip (invite, conference agenda, speaking topics, visiting professor, board or committee meeting, consulting contract, etc.)

+ Drag & Drop files here or select files from computer

Type	File Name	Description	Modified	By
	Select...	[External] ASM GRS - Bengaluru, India - Itinerary + travel arrangements.pdf		

Is the outside activity related to your Emory responsibilities?

☐ Yes
 ☒ No

Did you receive in kind support?

☐ Yes
 ☒ No

As part of this request, will you be engaging in research activities outside of Emory?

☐ Yes
 ☒ No

Has the traveler completed international travel training?

☐ Yes
 ☐ No

What equipment, material, data, or software you plan to take?

Is travel allowable on current awards?

☐ Yes
 ☐ No

Is pre-approval required on any of your awards?

If you have received a Financial Interest (e.g., a cash or equity payment) please remember to report it using My

travel training?

- What equipment, materials, data or software you plan to take?
- Is travel allowable in current awards?
- Is pre-approval required on any of your awards?

Cancel

SAVE

SUBMIT

## 32 Click the "Yes" field.

My Annual Reviewed

My Travel

American Society For Microbiol In Progress

Agreements

Humans

Manage Profiles & Security

Drag & drop files here or select files from computer

Type	File Name	Description	Modified	By
Select...	[External] ASM GRS - Bengaluru, India - Itinerary + travel arrangements.pdf			

Is the outside activity related to your Emory responsibilities?

☐ Yes ☒ No

Did you receive in kind support?

☐ Yes ☒ No

As part of this request, will you be engaging in research activities outside of Emory?

☐ Yes ☒ No

Has the traveler completed international travel training?

☒ Yes ☐ No

What equipment, material, data, or software you plan to take?

Is travel allowable on current awards?

☐ Yes ☐ No

Is pre-approval required on any of your awards?

☐ Yes ☐ No

If you have received a Financial Interest from this Entity (e.g., a cash or equity payment) please remember to report it using My Updates.

you plan to take?

- Is travel allowable in current awards?
- Is pre-approval required on any of your awards?

Cancel **SAVE** **SUBMIT**

## 33 Click the "What equipment, material, data, or software you plan to take?\*" field.

My Travel

American Society For Microbiol In Progress

Agreements

Humans

Manage Profiles & Security

Drag & drop files here or select files from computer

Type	File Name	Description	Modified	By
Select...	[External] ASM GRS - Bengaluru, India - Itinerary + travel arrangements.pdf			

Is the outside activity related to your Emory responsibilities?

☐ Yes ☒ No

Did you receive in kind support?

☐ Yes ☒ No

As part of this request, will you be engaging in research activities outside of Emory?

☐ Yes ☒ No

Has the traveler completed international travel training?

☒ Yes ☐ No

What equipment, material, data, or software you plan to take?

Is travel allowable on current awards?

☐ Yes ☐ No

Is pre-approval required on any of your awards?

☐ Yes ☐ No

If you have received a Financial Interest from this Entity (e.g., a cash or equity payment) please remember to report it using My Updates.

Is pre-approval required on any of your awards?

Cancel **SAVE** **SUBMIT**

## 34 Type "Emory loaner laptop"

✈ My Travel

American Society For Microbiol In Progress

Agreements

Humans

Manage Profiles & Security

Type	File Name	Description	Modified	By
PDF	Select...	[External] ASM GRS - Bengaluru, India - Itinerary + travel arrangements.pdf		

Is the outside activity related to your Emory responsibilities?

☐ Yes ☒ No

Did you receive in kind support?

☐ Yes ☒ No

As part of this request, will you be engaging in research activities outside of Emory?

☐ Yes ☒ No

Has the traveler completed international travel training?

☒ Yes ☐ No

What equipment, material, data, or software you plan to take?

Emory loaner laptop

Is travel allowable on current awards?

☐ Yes ☐ No

Is pre-approval required on any of your awards?

☐ Yes ☐ No

If you have received a Financial Interest from this Entity (e.g., a cash or equity payment) please remember to report it using My Updates.

Cancel

SAVE

SUBMIT

## 35 Click the "Yes" field.

✈ My Travel

American Society For Microbiol In Progress

Agreements

Humans

Manage Profiles & Security

Type	File Name	Description	Modified	By
PDF	Select...	[External] ASM GRS - Bengaluru, India - Itinerary + travel arrangements.pdf		

Is the outside activity related to your Emory responsibilities?

☐ Yes ☒ No

Did you receive in kind support?

☐ Yes ☒ No

As part of this request, will you be engaging in research activities outside of Emory?

☐ Yes ☒ No

Has the traveler completed international travel training?

☒ Yes ☐ No

What equipment, material, data, or software you plan to take?

Emory loaner laptop

Is travel allowable on current awards?

☐ Yes ☐ No

Is pre-approval required on any of your awards?

☐ Yes ☐ No

If you have received a Financial Interest from this Entity (e.g., a cash or equity payment) please remember to report it using My Updates.

Cancel

SAVE

SUBMIT

### 36 Click the "Please describe\*" field.

The screenshot shows a web form for travel requests. On the left is a sidebar with navigation links: "My Travel", "American Society For Microbiol" (with a red "In Progress" tag), "Agreements", "Humans", and "Manage Profiles & Security". The main form area contains several questions with radio button options:


- "Is the outside activity related to your Emory responsibilities?" with options Yes and No (No is selected).
- "Did you receive in kind support?" with options Yes and No (No is selected).
- "As part of this request, will you be engaging in research activities outside of Emory?" with options Yes and No (No is selected).
- "Has the traveler completed international travel training?" with options Yes (selected) and No.
- A text input field for "What equipment, material, data, or software you plan to take?" containing the text "Emory loaner laptop".
- "Is travel allowable on current awards?" with options Yes (selected) and No.
- A text input field labeled "Please describe" which is highlighted with an orange circle.
- "Is pre-approval required on any of your awards?" with options Yes and No.
- A note at the bottom: "If you have received a Financial Interest from this Entity (e.g., a cash or equity payment) please remember to report it using My Updates."

At the bottom right of the form are three buttons: "Cancel", "SAVE", and "SUBMIT".


### 37 Type "Not related to awards"


This screenshot shows the same form as the previous one, but with the text "Not related to awards" entered into the "Please describe" text input field. The rest of the form, including the sidebar, other questions, and buttons, remains identical.


## 38 Click the "No" field.

 My Travel

American Society For  
Microbiol In Progress

 Agreements

 Humans

 Manage Profiles & Security

Is the outside activity related to your Emory responsibilities?

☐ Yes ☒ No

Did you receive in kind support?

☐ Yes ☒ No

As part of this request, will you be engaging in research activities outside of Emory?

☐ Yes ☒ No

Has the traveler completed international travel training?

☒ Yes ☐ No

What equipment, material, data, or software you plan to take?

Emory loaner laptop

Is travel allowable on current awards?

☒ Yes ☐ No

Please describe

Not related to awards

Is pre-approval required on any of your awards?

☐ Yes ☒ No


If you have received a Financial Interest from this Entity (e.g., a cash or equity payment) please remember to report it using My Updates.

Cancel


SAVE


SUBMIT


## 39 Click "Save"

 My Travel

American Society For  
Microbiol In Progress

 Agreements

 Humans

 Manage Profiles & Security

Is the outside activity related to your Emory responsibilities?

☐ Yes ☒ No

Did you receive in kind support?

☐ Yes ☒ No

As part of this request, will you be engaging in research activities outside of Emory?

☐ Yes ☒ No

Has the traveler completed international travel training?

☒ Yes ☐ No

What equipment, material, data, or software you plan to take?

Emory loaner laptop

Is travel allowable on current awards?

☒ Yes ☐ No

Please describe

Not related to awards

Is pre-approval required on any of your awards?

☐ Yes ☒ No

If you have received a Financial Interest from this Entity (e.g., a cash or equity payment) please remember to report it using My Updates.

Cancel

SAVE

SUBMIT

40

Click "Submit"

✈ My Travel

American Society For Microbiol

📄 Agreements

👤 Humans

🔒 Manage Profiles & Security

American Society For Microbiol

Is the Outside Entity a for profit organization?

☒ Yes ☐ No

Is the Outside Entity a publicly traded company?

☐ Yes ☒ No

Is this a foreign entity?

☐ Yes ☒ No

Description of Outside Entity's primary business:

Other (e.g. Accounting, Advertising Services, Architecture, and Construction)

Please describe the Outside Entity's primary business:

Society for microbiology

Indicate if the Entity is any of the following:

Professional Association  
Scientific Society  
Non-Profit Foundation  
U.S. Academic Medical Center or Hospital  
U.S. Government Agency  
U.S. Institution of Higher Education  
Research Institute Affiliated with a U.S. Institution of Higher Education

☒ Yes ☐ No

Entity paid expenses for:

An Outside Entity is any entity, whether U.S. or foreign, that is not a Emory organization. This includes for-profit companies, non-profit organizations, private and public foundations, academic and research institutions, hospitals, medical centers, government entities, etc.

Publicly traded companies trade shares of stock on public stock market exchanges such as the NYSE or the NASDAQ.

Note that travel payments made by professional associations and societies must be reported, assuming the \$5,000 per Entity threshold is reached.

Submitter Actions

Your travel detail is ready to submit. Review your changes to make sure everything is correct.

Cancel SAVE SUBMIT