Dartmouth College
Annual Disclosure Process
Quick Guide

Step 1: Login at __**RCOI App**__ using your Dartmouth ID (DND e.g. D3XXXXJ and password)* [link to instructions on DND]

Step 2: Select “Yes” for PHS funding. If you are not involved in PHS funded research or proposals to PHS, you don’t need to do the annual process at this time.

Step 3: Select the first link “Annual Disclosure of Financial Interests”

Step 4: Click “create a new annual disclosure”

Step 5: Answer two questions about your (you, your spouse, domestic partner or dependents) and your significant financial interests. Read the definitions and examples carefully. Click “save”
If you have answered “no” to the two questions above:

Step 6: You’re done. Don’t forget to update your “annual disclosure” if you receive any new financial interests. You are required to report new SFI within 30 days.

If you answered “yes” to question 2, proceed to the next page where you will add new entities (e.g. companies) and answer more detailed questions concerning your financial interests.

Step 7: You will see your newly created financial entity on the next screen. If you have previously disclosed against financial entities in the past, you may see a list of your entities on this screen. You can deactivate entities older than 12 months. For active entities, create a new questionnaire or copy and update an existing questionnaire.

Step 8: If you have no more financial entities, click “review and confirm.” If you wish to add more financial entities (e.g. companies), click complete another disclosure. Always click review and confirm when you are completely done entering financial entities.