Completing and Certifying an In Progress, Not Certified Disclosure

Because you are doing a PHS disclosure, begin by clicking “Yes” in response to the “are you a PHS funded researcher” question.
Because you are completing an Annual (IR) disclosure, click on the Annual Disclosure Of Financial Interests link:
Log in to the COI application. You should see that the annual disclosure is In Progress and not Certified (as illustrated below)

![Dartmouth College Research Interests Disclosure System](image)

REMINDER: Update your disclosure within 30 days of acquiring or discovering a new Significant Financial Interest.

Click on “Complete Disclosure”
If you have not completed any questionnaires, you will see this message.

Click in this area to complete questionnaire(s) pertinent to each financial entity.
If you have started a questionnaire, you will see it listed here.

If you are done, you can click here to review and confirm (certify) the disclosure.

However, if you have entities you have not disclosed against, your disclosure will not be certified unless you complete a questionnaire for each, or deactivate the entity.
Clicking the “Review and Confirm” link brings you to a summary page

<table>
<thead>
<tr>
<th>Entity Name</th>
<th>Questionnaire Completion Date</th>
<th>Status</th>
<th>Action</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>ABC Corp</td>
<td>01/02/2013</td>
<td>Complete</td>
<td>[View Questionnaire]</td>
<td>[Edit Questionnaire]</td>
</tr>
</tbody>
</table>

Clicking the Confirm button will certify the disclosure.
Seeing this screen indicates you have successfully completed and certified your disclosure.