Research COI Application Reference Card

Research Conflict of Interest Application
This application was designed to replace our paper-based submission process and allows you to submit your disclosures electronically.

To Create and Submit a Disclosure

1. Use the following link to access the application: https://tower.dartmouth.edu/apex/groucho/f?p=260 and log in using your Blitzmail/DND username and password. We recommend that you bookmark this address in your preferred web browser.

2. On the Dashboard you will see a snapshot of your current sponsored research activity. For each of the projects that you see listed, you should click Create New Disclosure.

   If your proposal hasn’t been submitted electronically, you can still process your disclosure by first clicking on My Research Projects where you will see a link to create a new project.

   Your project will then appear under My Research Projects and you can prepare a new disclosure.

3. You will be asked two questions.
   a. If you answer Yes/No or No/No, click Save to complete the disclosure process.
   b. If you answer No/Yes or Yes/Yes, proceed to step 4 to disclose your financial interest.
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To Disclose Financial Interest

4. Select the financial entity associated with the project.
   a. If you’ve already saved the entity, you can complete a new questionnaire or you can copy an existing one.
   b. If you haven’t yet disclosed the entity, you should first create a new entity and then complete the questionnaire.

Note: If you answer “Yes” to any of the questions, you must specify additional details.

5. Once you’ve completed step 4, you can submit and confirm your disclosure.

Help

The Resources link directs you to the Dartmouth College Conflict of Interest policy. If you have policy related questions, please email rcoi@dartmouth.edu. For technical questions, please email sp-tech-support@mac.dartmouth.edu.