

# How to Download your Own Most Current FCOI Disclosure from InfoEd

1. Open a browser and navigate to <https://infoed.utoledo.edu>.
2. Login using your UTAD credentials.
3. On the home page of your portal, look for a widget called “Financial Conflict of Interest Disclosure.” You may have to scroll down to see it.
4. Click on the “View Previously Submitted Disclosure” button. This will open your FCOI document in a separate window in PDF view.

Note: If you do not have a “View Previously Submitted Disclosure” button, stop here and complete your disclosure using the other button (“Create Initial Disclosure” or “Finish Disclosure in Progress”).

**Financial Conflict of Interest Disclosure**

University faculty, staff and students (including post-doctoral fellows and scholars) involved in the design, conduct or reporting of sponsored projects or human subject research, whether funded or unfunded by an external sponsor, are required to complete this financial conflict of interest (FCOI) in compliance with University Policy and federal regulations.

Your disclosure must be completed before submitting any proposal for sponsored project or any protocol for human subject research; at least annually, during the period of a sponsored project award or upon protocol renewal; within 30 days of discovering or acquiring a new external financial interest through purchase, marriage or inheritance and/or upon being added as a PI to a sponsored project or human subject research protocol.

Discloser Profile

ID	R99999999
Name	Dr. John PI
Title	
Department	Test MC Department
Last Disclosure	Tuesday, Mar 5, 2024

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5. Click the “download” icon, usually in the upper right of the browser window, to download the PDF file to the Downloads folder of the local machine. Once the document is downloaded, you will be able to upload the saved document into IRB Manager as needed.

