How to Complete the **Relationship Details** Section of the COI Disclosure Form

**QUICK SUMMARY**

1. Start on the **Relationship Details** that is named after the entity you recently selected.

2. Answer and/or update all questions.

   **NOTE:** To ensure the accuracy of your disclosure, it is imperative that you review and update ALL information about previously disclosed relationships.

   As needed, click on the links below for help with the following frequently asked questions:
   - Why can’t I see part of the page (e.g., part of question 2 or the “Completed” box)?
   - How do I disclose more than one activity (e.g., speaker and consultant) for a given entity?
   - How do I remove an activity/interest under a relationship?

3. Click the “Save” button (top, left corner of the page).

Questions? Email coi@ucdenver.edu. Call 303-724-7404 or 303-724-0034.
4. Check the “Completed” box (top, right corner of the screen).

Problems seeing the “Completed” box? Click HERE for help.

5. The system will move you to the **A. Relationships** section.
**Why can’t I see part of the page (e.g., part of question 2 or the “Completed” box)?**

Depending on your browser settings, the right side of the page may be cut-off like this:

To fix this, follow these steps:

A. Identify your browser’s scroll bar.

B. Click and drag the scroll bar all the way to the right.

*(For further instructions on completing the Relationship Details page, return to the **QUICK SUMMARY**)*

Questions? Email coi@ucdenver.edu. Call 303-724-7404 or 303-724-0034.
How do I disclose more than one activity (e.g., speaker and consultant) for a given entity?

- Locate the table under question 2.
- Click on the “Add Activity/Interest” button.

<table>
<thead>
<tr>
<th>Who has the activity and/or external interest?</th>
<th>What is the type of activity?</th>
<th>Approx. number of days devoted to this activity? (past 12 months)</th>
<th>Approx. number of days devoted to this activity? (past 12 months)</th>
<th>What is the type of external interest?</th>
<th>What is the value of the financial interest? (past 12 months)</th>
<th>What is the value of the financial interest? (next 12 months)</th>
<th>Delete</th>
</tr>
</thead>
<tbody>
<tr>
<td>Self</td>
<td>Consultant</td>
<td>1,00</td>
<td>1,00</td>
<td>Consulting Fees</td>
<td>0-4,999</td>
<td>0-4,999</td>
<td></td>
</tr>
</tbody>
</table>

The COI Disclosure Form will provide an additional line that you can use to disclose the additional connection.

(For further instructions on completing the Relationship Details page, return to the QUICK SUMMARY.)
How do I remove an activity/interest under a relationship?

- Locate the table under question 2.
- Click on the applicable trashcan icon for the activity that you want to remove.

(For further instructions on completing the Relationship Details page, return to the QUICK SUMMARY.)