

COI-SMART is an online system for simple and effective submission, tracking and management of Conflict of Interest disclosures.

Requesting an Account

Submit a [new user request](#). Add “auburn\” before your AU User Name to authenticate. We make every effort to set up each new account within 1 business day after receiving a request. After account setup, you’ll receive a “Welcome” email explaining the steps to complete your questionnaire.

Logging In

Access COI-SMART by clicking the COI-SMART button under the My Funding tab in AU Access.

You may also [log into the COI-SMART website](#) without single sign-on.

1. The Login screen appears (Figure 1).
2. Enter the Login ID you submitted in your new user request. It should match your AU User Name.
3. Enter your Password. If you don’t remember your password, click “Forgot Login ID or Password” and enter your email address. Check your email for a message from noreply@coi-smart.com and follow the instructions.
4. Click “Login.” The Home page appears (Figure 2).



Figure 1: Login screen

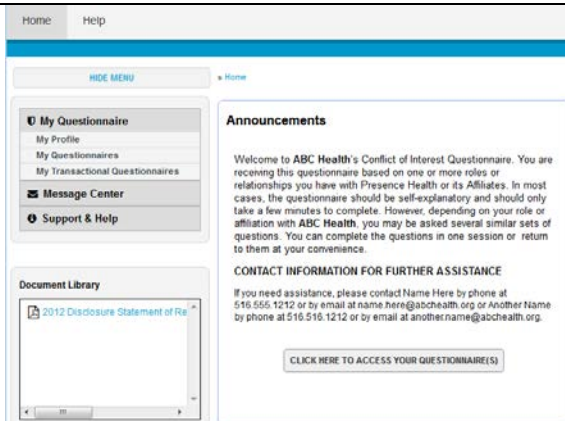


Figure 2. Home page

My Questionnaires

To start using the system, go to the bottom of the Announcements section and “Click here to Access Your Questionnaire(s).”

1. Select the questionnaire you want to answer. After reading the Introduction, click “Continue” to begin your questionnaire. To modify or revise your answer to a questionnaire “In Progress,” click one of the questions. (To modify or revise your answer to a submitted questionnaire or to recertify a submitted questionnaire, use “[How to Recertify/Revise a Questionnaire](#)” to avoid common, time-consuming errors.)
2. Type or select your responses to each question set. For questions that allow more than one disclosure (e.g., family member, business transaction, ownership interest), a green “+” sign appears, allowing you to make additional disclosures.
3. Click “Save and Continue” to go to the next question. Upon completing all questions, a submission page appears.
4. Type *submit*, then click “Finish.” Click the PDF icon to save or print a copy of your responses.

FAQs

- **What are the numbers at the top of the Questionnaire page (Figure 3)?** The numbers indicate the question sequence. The arrows let you preview each question.
- **What is the blue bar in the middle of the Questionnaire page?** If displayed, the question allows multiple disclosures; the numbers represent the answer sequence.
- **How do I answer the same question multiple times?** Select the green “+” at the bottom of the question. This will enable you to make multiple disclosures for the same question.
- **Can I upload a document to support my response(s)?** Yes, click the upload link at the bottom of each question set to upload your Word file. The document is visible for the entire questionnaire.
- **Where can I find definitions to some of the terms used?** A definition appears in a pop-up window when you hover over a defined term. Also check the Document Library.
- **How can I get a copy of my responses after I submit?** On “My Questionnaires,” select your submitted questionnaire. Click either the PDF or email icon.
- **Why can’t I log in?** The system locks you out after 5 failed login attempts in 3 minutes. Please try again after 30 minutes or click the COI-SMART button under your My Funding tab in AU Access for single sign-on.

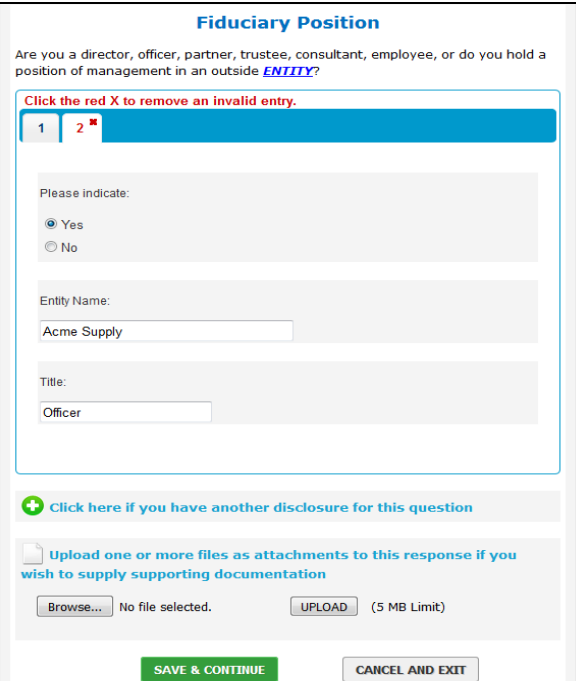


Figure 3. Questionnaire page