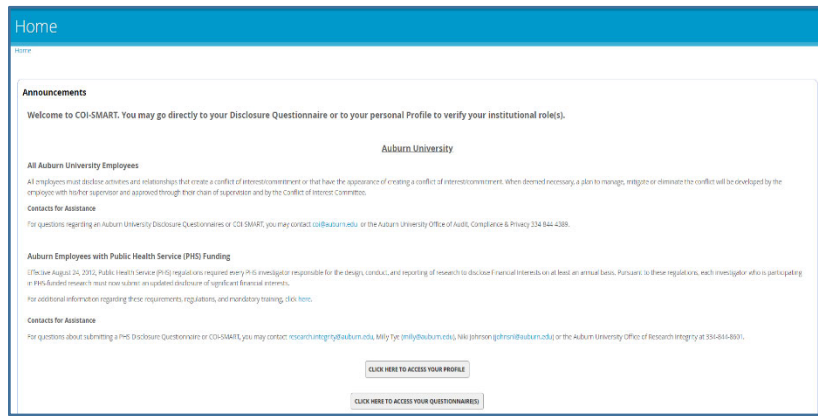
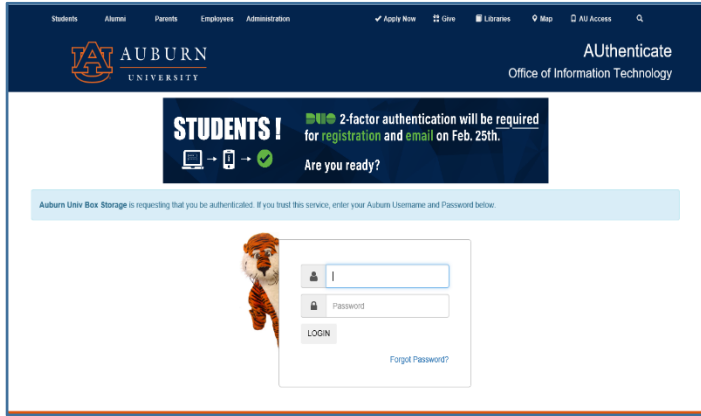


COI-SMART is an online system for simple and effective submission, tracking and management of Conflict of Interest disclosures

Access COI-SMART by going to <https://auburn.coi-smart.com>.

You will be redirected to sign into the shared AUthenticate login.

**COI-SMART Home Page**



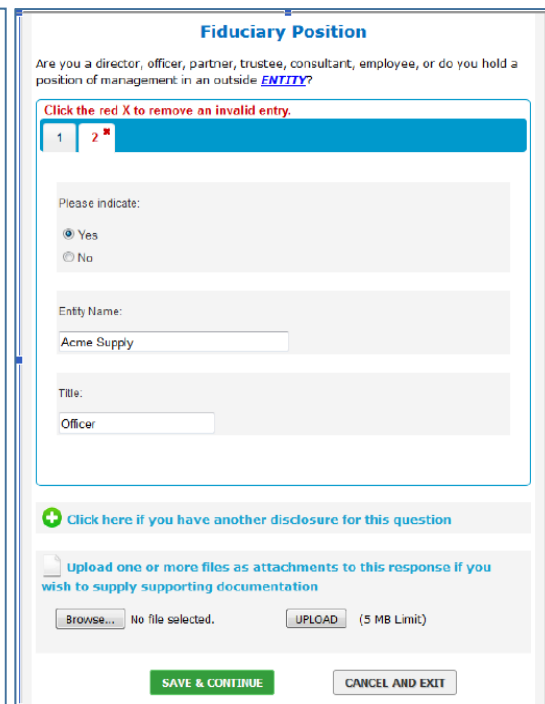
**My Questionnaires**

To start using the system, go to the bottom of the Announcements section on the Home Page and **Click here to Access Your Questionnaire(s) button** at the bottom of the page.

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, and 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.



**Figure 3**