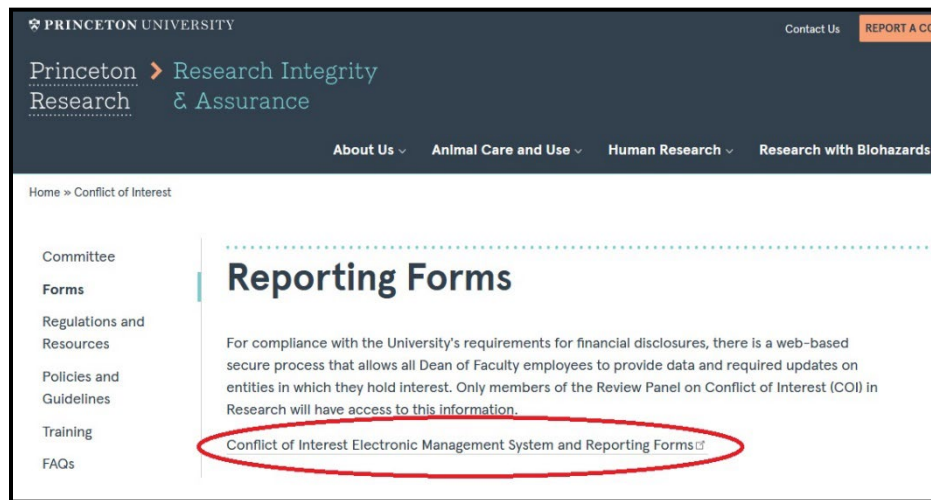


Step-by-Step Guide to Editing the **2023** COI Annual Disclosure Form (country now required)

1. From the COI Reporting Forms webpage (<https://ria.princeton.edu/conflict-of-interest/forms>), click the link that says “Conflict of Interest Electronic Management System and Reporting Forms” (<https://puwebp.princeton.edu/coi/>)

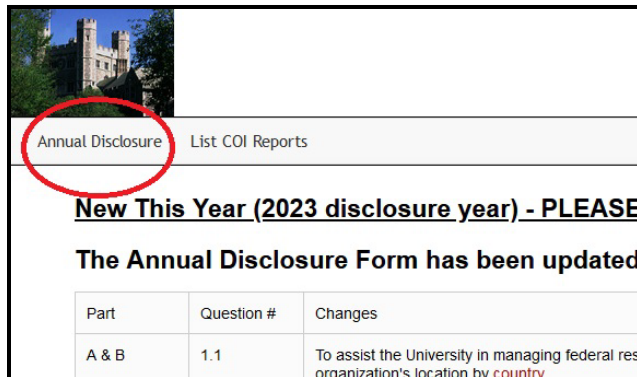


2. Sign in via Duo Authentication
3. Click “Enter Princeton Conflict of Interest Reporting”



4. **READ THE WELCOME PAGE** (the changes this year are bulleted for you)

5. To start the form, click “Annual Disclosure” at the top left of your screen.



Part	Question #	Changes
A & B	1.1	To assist the University in managing federal res organization's location by country

6. If you click “YES” to question 1.0, there is a drop-down menu to add details, including the country where the organization is located.

- a. When adding a new entry, make sure to fill out all boxes including the drop-down for the country. Click the **green** check mark to add the new entry to the table.

1.1 Please list all activities below. The table within this section contains information you may have entered last year and you now need to add the organization's country location to new and prior entries. To add an entry, please fill the boxes and click the “green check mark button” after each of your entries. Remove prior entries if no longer applicable. To edit or delete existing entries, click on the appropriate button to the right of the pre-populated table within this section (1.1).

(a) Company/Organization: (please add profit/nonprofit, public or private and do not use acronyms): Test Company


(b) Country (Location of organization or headquarters): -- Select one --

(c) I. Position/Title
II. Nature of Work
III. Relationship with your Activities at Princeton, if any



(d) Number of Days Performing Activities During the Academic Yr. (Jan – Jun and Sept – Dec): 5.0

(e) Number of Days Performing Activities During the Summer: 2.5

After completing the details above please click this button to add an entry to the table below



- b. Prior entries are pre-populated in the table. Please click EDIT to the right of the entry and add the country of origin via the drop-down box. Click the **green** check mark to save to the table.

(a) Company/Organization Name (please add profit/nonprofit, public or private and do not use acronyms)	(b) Country (Location of organization or headquarters)	(c) I. Position/Title II. Nature of Work III. Relationship with your Activities at Princeton, if any	(d) Number of Days Performing Activities During the Academic Yr. (Jan - Jun and Sept - Dec)	(e) Number of Days Performing Activities During the Summer	
Test Company		Test Title	0.0	2.0	 

7. Other tips: The table should have all the information filled out with a calculated total number of days at the bottom.

a. NOTE: if the relationship ended in 2023, please include that information in section C.

(a) Company/Organization Name (please add profit/nonprofit, public or private and do not use acronyms)	(b) Country (Location of organization or headquarters)	(c) I. Position/Title II. Nature of Work III. Relationship with your Activities at Princeton, if any	(d) Number of Days Performing Activities During the Academic Yr. (Jan - Jun and Sept - Dec)	(e) Number of Days Performing Activities During the Summer	
Test Company	United States of America	I. Test Position II. Test Description II. Test Relationship	54.0	15.0	Edit Delete
Test Company 2	Albania	I. Test Position 2 II. Test Description 2 III. Test Relationship 2	130.0	20.5	Edit Delete
Test Company 3	Hong Kong	I. Test Position 3 II. Test Description 3 III. Test Relationship 3 End Date: 08/27/2023	63.0	4.5	Edit Delete
Total:			247.0	40.0	

******* NOTE: IF YOU DO NOT FILL OUT THE COUNTRY
YOU WILL GET AN ERROR MESSAGE*******

8. If you receive the error message, select the country in section 1.1b and press the **green check mark to save the entry.**

1.1 Please list all activities below. The table within this section contains information you may have entered last year and you now need to add the organization's country location to new and prior entries. To add an entry, please fill the boxes and click the **"green check mark button"** after each of your entries. Remove prior entries if no longer applicable. To edit or delete existing entries, click on the appropriate button to the right of the pre-populated table within this section (1.1).


(a) Company/Organization: (please add profit/nonprofit, public or private and do not use acronyms):

(b) Country (Location of organization or headquarters):

(c) I. Position/Title
II. Nature of Work
III. Relationship with your Activities at Princeton, if any

(d) Number of Days Performing Activities During the Academic Yr. (Jan - Jun and Sept - Dec):

(e) Number of Days Performing Activities During the Summer:

After completing the details above please click this button to add an entry to the table below 

Error: Please enter the required country information in Section 1.1, Field (b).

Please do not hesitate to contact me with any questions you may have on

filling out the new disclosure.

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Conflict of Interest
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(609)258-9809