

eDisclose User Guide:

How to Complete Annual Certification

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| Last Update | January 25, 2021 |
| Intended Audience | Faculty Member/Owner of Disclosure |
| Purpose | To provide the user with step-by-step instructions on how to complete annual certification |

NOTE: Only the Faculty Member/Owner of Disclosure can complete their Annual Certification.

NOTE: The Annual Certification does not affect the obligation to disclose outside activities and/or financial interests as they arise and before proposing related research. Annual Certification is a separate activity from creating or updating a disclosure.

Follow the steps below to complete the Annual Certification:

Step 1. Close all open web browsers

Step 2. Open a new browser and go to: <http://edisclose.jhu.edu>

Step 3. Login using your JHED ID and password

Step 4. Select the Dashboard tab on the top navigation panel

Step 5. Select the “Complete Annual Certification” button on the left-hand navigation panel

The screenshot shows the eDisclose web application interface. At the top left is the Johns Hopkins University logo and the text 'eDisclose'. On the top right, it says 'Hello, ' followed by a truncated name. Below this is a horizontal navigation bar with tabs: '>>', 'Dashboard', 'All Disclosures', 'Committee Meetings', 'Queries', and 'Help Desk'. The 'Dashboard' tab is selected. Below the navigation bar is a left-hand navigation panel with links: 'Admin Tasks', 'Gift Disclosures', 'Help Links', 'My Disclosures', and 'Staff'. Under 'My Disclosures', there are two buttons: 'Create Disclosure' and 'Complete Annual Certification'. The 'Complete Annual Certification' button is circled in red. To the right of the left-hand panel is the main content area titled 'My Disclosures'. It contains instructions: 'Select the appropriate tab below to view your disclosures, a history of your previously reviewed disclosures, your gift disclosures, or a his annual certifications. If you need to update or end a previously disclosed relationship, select the My Disclosures tab.' Below this is a red warning message: 'The eDisclose system has been upgraded to align with recent revisions to the JHU Conflict of Interest and Conflict of Commitme. Please allow extra time to complete and update your disclosures. For additional help, use the Help Desk tab to access user guic Schools contact information.' At the bottom of the main content area is a horizontal navigation bar with tabs: 'My Disclosures', 'My Gift Disclosures', 'My Annual Certifications', and 'My Disclosure History'. The 'My Annual Certifications' tab is selected.

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Step 6. A pop-up window will appear, listing all of your active or pending disclosures

- Review any active or pending disclosures for accuracy in Step 1
 - If the list is not accurate, navigate to the disclosure to update the information as needed. For additional information, see the User Guide on *How to Update a Disclosure* in the Help Desk section of eDisclose
 - Once your disclosures are updated, navigate back to the Annual Certification by selecting the Dashboard tab and clicking “Complete Annual Certification”

Step 7. Read and respond to Step 2 of the Annual Certification

Step 8. Read and select an appropriate response in Step 3

Step 9. Select “OK” to finish your Annual Certification

Step 10. You have successfully completed the Annual Certification when:

- The main page of the disclosure workspace indicates completion of your annual certification
- The “Complete Annual Certification” button on the left-hand side has disappeared

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