Follow these steps to successfully complete your annual disclosure:

1. Before you review, update, or add disclosures, click the Training Acknowledgement checkbox.
   
   I certify that I have read the training above and understand that it is my responsibility to fully disclose my outside activities, relationships, and interests in accordance with U-M, federal, and other funding sponsors COI policies.

2. Have a qualifying outside activity within the last 12 months? Answer “yes” to Question #3.
   
   *3. Do you and/or your family members have any paid and/or unpaid outside activities, relationships, interests, or intellectual property with an outside entity/organization, foreign or domestic, that:
   - Rely on or utilize the same expertise as your U-M teaching, research, clinical, and public service responsibilities; OR
   - Are similar to your area of scholarship or employment; OR
   - Have the potential to influence your U-M duties; OR
   - Are with outside entities that conduct business with U-M.

   □ Yes □ No Clear

3. Review your list of Pending disclosures. Look for the yellow triangles indicating updates are required!

4. Ready to submit? On the Attestation page remember to:
   a) Click the checkbox to attest,
   b) Click “Yes”,
   c) Click “Finish.”

   □ I attest that I have read and accept the above

   *Are you ready to submit your disclosure for review?
   Selecting “Yes” and clicking “Save” or “Finish” will immediately submit your disclosure for review.
   If you just wish to save the information you have entered and submit it at another time, select “No” and click “Save” or “Finish.”

   □ Yes □ No Clear