

eDisclose

Frequently Asked Questions (FAQs)

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1. **What is eDisclose? (<http://edisclose.jhu.edu>)**

The eDisclose system is a University-wide electronic method to submit, track, and review disclosures of outside interests and/or financial and fiduciary Interests. The system provides a platform for the review of disclosures, annual disclosures, and updated disclosures.

2. **How do I get an account in eDisclose?**

Users can login with their JHEDID and passwords. If you have trouble logging in or if you need an account created for you, contact the COI Staff at your school for assistance:

Bloomberg School of Public Health	mhallacy@jhsph.edu	410.502.0433
Krieger School of Arts and Sciences	cemerson@jhu.edu	410.516.4820
School of Medicine	policy@jhmi.edu	410.516.5560
School of Nursing	mdenny1@jhu.edu	443.287.2902
Whiting School of Engineering	cemerson@jhu.edu	410.516.4820

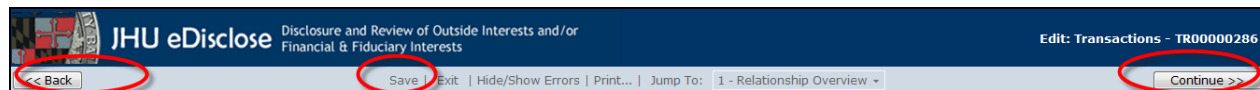
3. **What browsers are recommended to use with eDisclose?**

For the best experience, use one of the following recommended browsers:

Platform	Browser
Microsoft Windows (all versions)	Internet Explorer 7 or later, Firefox 7 or later, Chrome* 9 or later
Apple Mac OS X 10.4x or later	Safari 4 or later, Firefox 3 or later

4. **Can I save my work and come back to the disclosure later?**

Yes, you can save your work at any time by using the 'Save' button at the top or bottom of any SmartForm page. In addition, clicking 'Continue' also saves your work. The 'Back' button, however, does NOT save.



5. **Why do I keep getting error/warning messages when I try to submit?**

- The system will not allow the disclosure to be submitted until all required items are completed on the SmartForm.
- To assess completeness of the form, you can **Turn on the Hide/Show Errors** feature, from the blue navigation bar, to provide a list of validation errors that the system finds along the way.

- Click the name of the section to address the required item. As required questions are answered in each section, the error/warning messages will disappear from the list.
- The hide/show errors feature is optional and can be turned on/off at any time from the blue navigation bar.

JHU eDisclose Disclosure and Review of Outside Interests and/or Financial & Fiduciary Interests Edit: Transactions - TR00000257

<< Back Save | Edit | **Hide/Show Errors** | Print... Jump To: 1 - Relationship Overview >> Continue >>

Disclosure

The Johns Hopkins University Outside Interest and Commitment Disclosure Form

- Submit one disclosure for each entity and answer the questions to accurately reflect your current or proposed relationship with the entity (or that of your spouse, domestic partner or minor dependent(s)).
- You must submit disclosures of payments for consulting, travel expenses, etc. and other financial interests that are **paid directly to you**. Payments processed through JHU or JHHS entities do not need to be reported.
- You **do not** need to report income from service on advisory committees or review panels or seminars, lectures, or teaching engagements **if sponsored** by U.S. federal, state or local government agencies, academic teaching hospitals, medical centers, public and non-profit U.S. institutions of higher education, or their affiliated research institutes
- For disclosure requirements detail or help using eDisclose, click the following help link. [?](#)

1- Relationship Overview

1.0 * Select the entity:
Start typing the entity name into the box below, or click "Select" to view a list of entities.

Error/Warning Messages Refresh

Message	Field Name	Jump To
This is a required field; therefore, you must provide the required information. Provide Services 1 - Relationship Overview		1 - Relationship Overview

Close

6. **Can a faculty member/researcher allow someone to have access/submit their disclosure in eDisclose?**

No, the faculty member/researcher must create and submit his or her own disclosure.

7. **How do I know the status of disclosure review?**

On the disclosure workspace, you will find the Current Status is located at the top left corner.

JHU eDisclose Disclosure and Review of Outside Interests and/or Financial & Fiduciary Interests User SON Tester | My Home | Projects | Logoff

All Disclosures Help Desk

All Disclosures > TR00000286

Current Status Submitted

Disclosure Workspace

Owner: User SON Tester eDisclose ID: TR00000286

Entity: Unlisted Company/Entity 1 Legacy eOPC ID:

- You will receive an email notification of the Review Outcome once the necessary staff and/or Committee reviews of this disclosure are complete.

Questions? Contact staff at mdenny1@jhu.edu or 443.287.2902.

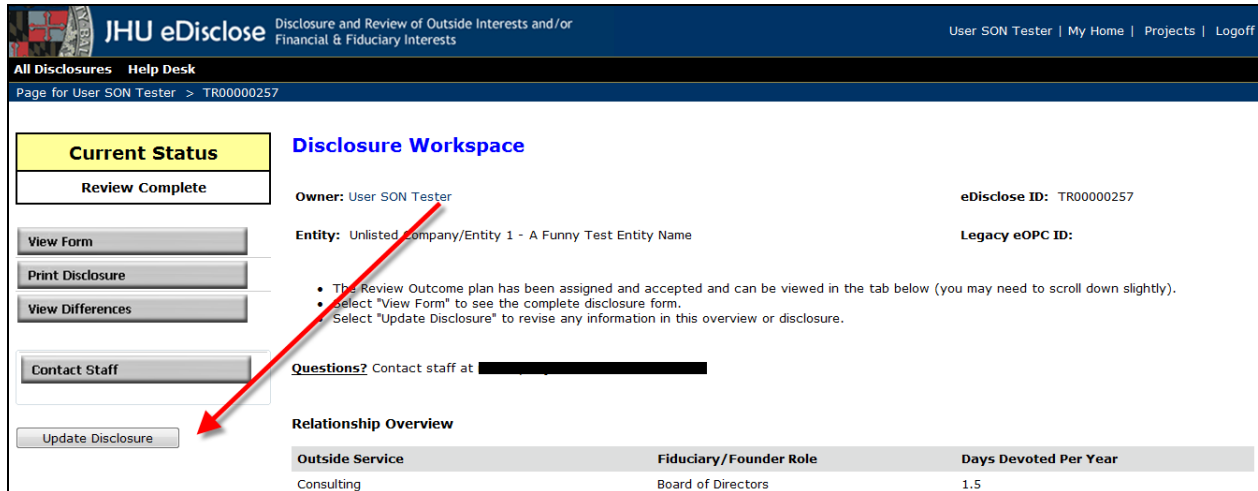
Relationship Overview

Outside Service	Fiduciary/Founder Role	Days Devoted Per Year

Travel Reimbursed:

8. How do I make changes to a disclosure?

From your completed disclosure workspace, select the 'Update Disclosure' activity button and follow the instructions for creating an update. The system only allows one update to be in review at a time. Only disclosures in the Review Complete state are eligible for update.



The screenshot shows the JHU eDisclose interface. At the top, the header includes the JHU logo, the text 'JHU eDisclose Disclosure and Review of Outside Interests and/or Financial & Fiduciary Interests', and user navigation links: 'User SON Tester | My Home | Projects | Logoff'. Below the header, there are links for 'All Disclosures' and 'Help Desk', and a breadcrumb trail: 'Page for User SON Tester > TR00000257'.

The main content area is titled 'Disclosure Workspace'. On the left, a 'Current Status' box shows 'Review Complete'. Below this are buttons for 'View Form', 'Print Disclosure', 'View Differences', 'Contact Staff', and 'Update Disclosure'. A red arrow points to the 'Update Disclosure' button.

The main workspace area contains the following information:

- Owner:** User SON Tester
- eDisclose ID:** TR00000257
- Entity:** Unlisted Company/Entity 1 - A Funny Test Entity Name
- Legacy eOPC ID:**

Below the entity information, there are instructions:

- The Review Outcome plan has been assigned and accepted and can be viewed in the tab below (you may need to scroll down slightly).
- select "View Form" to see the complete disclosure form.
- Select "Update Disclosure" to revise any information in this overview or disclosure.

There is a 'Questions?' section with the text 'Contact staff at [redacted]'.

At the bottom, there is a 'Relationship Overview' table:

Outside Service	Fiduciary/Founder Role	Days Devoted Per Year
Consulting	Board of Directors	1.5