

# eDisclose User Guide:

## *How to Submit a New Disclosure*

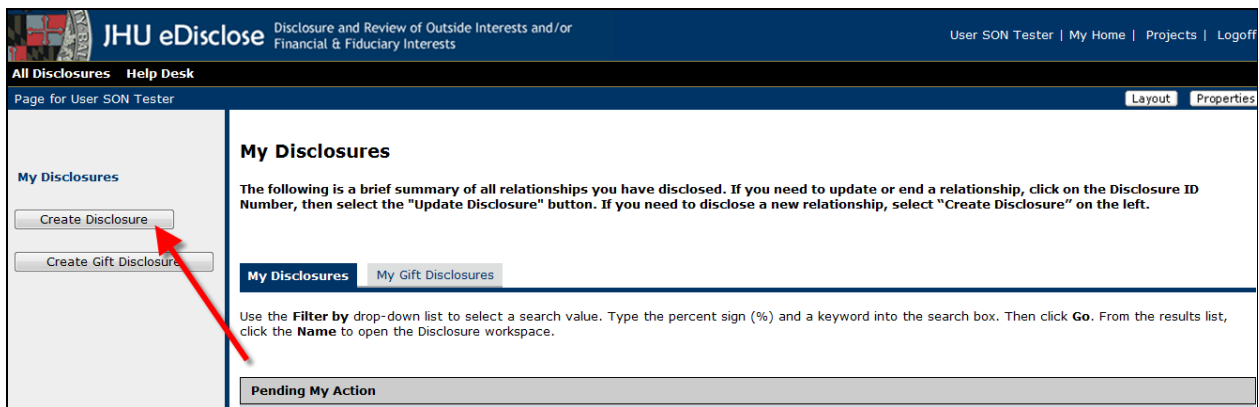
|                   |   |
|-------------------|---|
| Last Update       | August 20, 2012   |
| Intended Audience | Researcher/Owner of the Disclosure  |
| Purpose           | To provide the user with step-by-step instructions on how to submit a new disclosure. |

Please first refer to the [eDisclose Getting Starting Guide](#) before continuing.

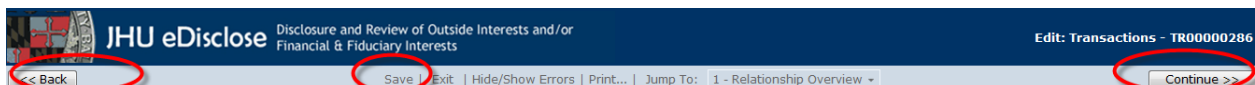
**NOTE:** Only the Faculty Member/Researcher can create and submit his or her own disclosure.

Follow the steps below to submit a new disclosure:

- 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 JHEDID and password.
- STEP 4. Select the “Create Disclosure” button on the left.



- STEP 5. Section 1 of the SmartForm will appear.
  - All required questions (indicated with a red asterisk \*). Section 1 must be answered in order for the disclosure to be created and saved in the system.
- STEP 6. Select “Continue” to proceed through the remaining sections of SmartForm. Answer the questions in the remaining sections any way you would like.
  - Every time you select “Continue” your work is automatically saved.
  - If you select “Back” your work will NOT be saved. Select “Save” before you click the “Back” button
  - You may select “Save” at any time and exit the SmartForm.



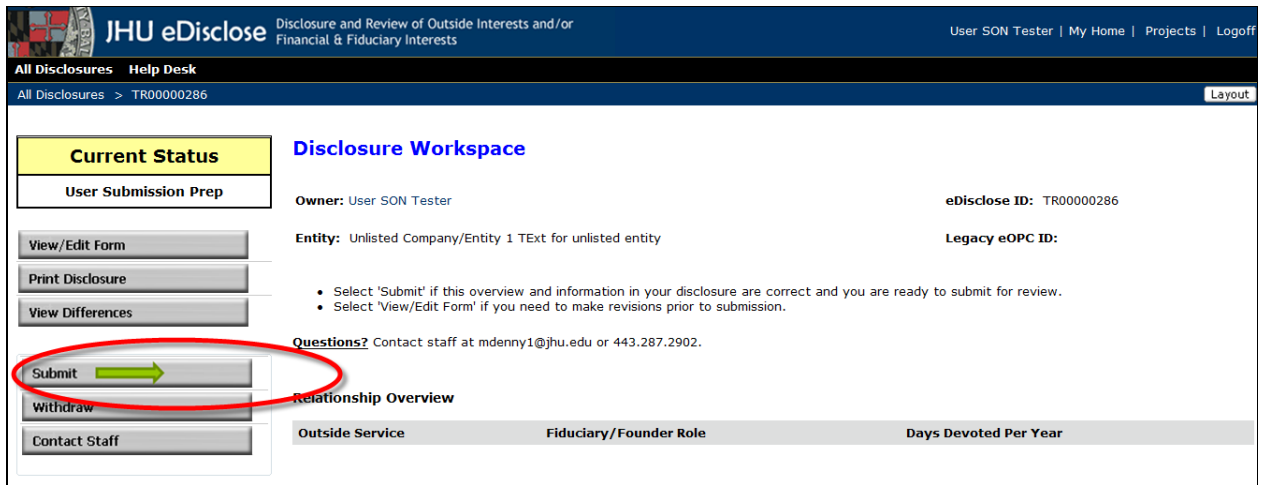
**STEP 7.** Select **“Finish”** on the last page of the SmartForm – **Final Page**, you will be automatically taken to the Disclosure workspace, where you can view the Current Status of the Disclosure, view an overview of the relationship, and run activities.



- **NOTE:** The SmartForm has not yet been submitted for review at this point.
- If you need to make additional changes to the disclosure, select the **“View/Edit Form”** button on the right side to open the SmartForm again and resume working on it until it is complete.

**STEP 8.** Select the **“Submit”** activity button, located on the left side to check for errors and warning messages. **Read** the Certification text, complete the form by answering Question 1.0, and if needed, 2.0.

- **NOTE:** Only the Faculty Member/Researcher can create and submit his or her own disclosure.




- If the system finds validation errors they will be displayed for you.


**STEP 9.** **Resolve** all warning/error messages that are listed by selecting the Section Number from the list. You will be taken directly to the section of the SmartForm that contains the required question(s) that have been left unanswered where you can correct your answers.

- Once all warning/error messages have been resolved **proceed to Step 9 to Submit.**

**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 |            |         |

Close



**STEP 10.** Select the “Submit” activity button.

- You will note that the Status on the top left of the application workspace changes from “User Submission Prep” to “Submitted”.
- The Disclosure will now appear in the appropriate COI Staff’s workspace where they can begin processing your submission.
- You will receive an email that confirms the submission of the Disclosure.

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

All Disclosures Help Desk

Page for User SON Tester > TR00000257 > Update: UPD00005691 For: TR00000257

**Current Status**

Submitted

View Form

Print Disclosure

View Differences

Request Withdraw

Contact Staff

Update Workspace

**Owner:** User SON Tester **eDisclose ID:** UPD00005691

**Entity:** Unlisted Company/Entity 1 - A Funny Test Entity Name **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: [REDACTED]

**Relationship Overview**

| Outside Service | Fiduciary/Founder Role   | Days Devoted Per Year |
|-----------------|--------------------------|-----------------------|
|                 | Board of Directors       | 1.5                   |
|                 | Founder                  |                       |
|                 | Officer/Manager/Director |                       |
|                 | Other                    |                       |

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