**Vandals Electronic Research Administration System (VERAS)**

**Conflict of Interest Reporting Quick Guide**

1. Log into VERAS at <https://veras.uidaho.edu> by using your standard University of Idaho single sign-on credentials (same as email or VandalWeb).
2. Select “Annual COI and Commitment Reporting Form for Individuals” under “Conflict of Interest Forms.” (If you do not see this form available please contact your sponsored programs administrator).
3. Choose “Add a New Form” for your initial baseline submission of your significant financial interests (SFIs)
4. For your baseline disclosure please select “Annual Form.”
5. Note that for your initial submission in VERAS you will need to complete an Annual Form, and then copy that Annual Form to create a Project Form. *Your SFI information that is included in your Annual Form will copy over to your Project Form and will not need to be reentered*.
6. Complete the questionnaire to the best of your ability. Be sure to read the information carefully, as you will be certifying that you have read and understood the information and agree to abide by UI policies in this regard.
7. If you do not have all of the required information needed and are not ready to submit you may exit the form prior to certification and signing.
8. If you have already completed your Annual Form, from the home page you would again select “Annual COI and Commitment Reporting Form for Individuals” under “Conflict of Interest Forms.”
9. Select your most recent form submission using the □ at the left of the submission and then click “Copy Form.”
10. Change your selection to “Project Form” and complete the questionnaire. This form is designed to determine whether any of the SFIs included in your baseline disclosure are associated to the specific project for which you are disclosing. (As a change from the UI Portal, *you will no longer be required to submit annually for each project*).
11. Submission of this form will notify the sponsored programs administrators that the disclosure has been completed.