***There is currently a proposal in the EIPRS queue to the National Science Foundation (NSF) or that is NSF flow-through funding on which you are listed as a PI or Co-PI. Please read through the following information and follow the subsequent instructions.***

***Each NSF funded investigator is required to submit a financial disclosure form for each SFI (Significant Financial Interest), including any SFI held by their dependent child or children, spouse, and any financially interdependent adult living with them. Each investigator that does not have an SFI is still required to fill out the financial disclosure form and select the “I DO NOT have an SFI…” option.***

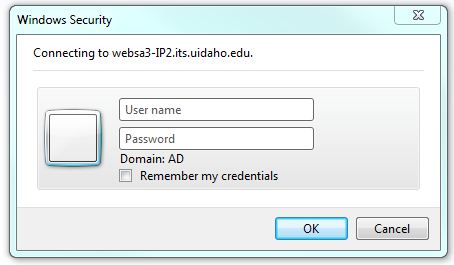
**Visit** [**http://www.webs.uidaho.edu/fsh/5600.html**](http://www.webs.uidaho.edu/fsh/5600.html) **before submitting your disclosures for information on the policy and significant financial interest.**

***The following steps provide instructions for the financial disclosure process:***

1. **Use Firefox or Google Chrome** to visit <https://www.sites.uidaho.edu/osp-portal/>

**ON CAMPUS LOG IN**

1. If you are on campus you will login using your University of Idaho username with ‘AD\’ in front of it and your UI password using a pop-up similar to the following screen.
   1. Username Ex: AD\jvandal.
   2. Password = VandalWeb password

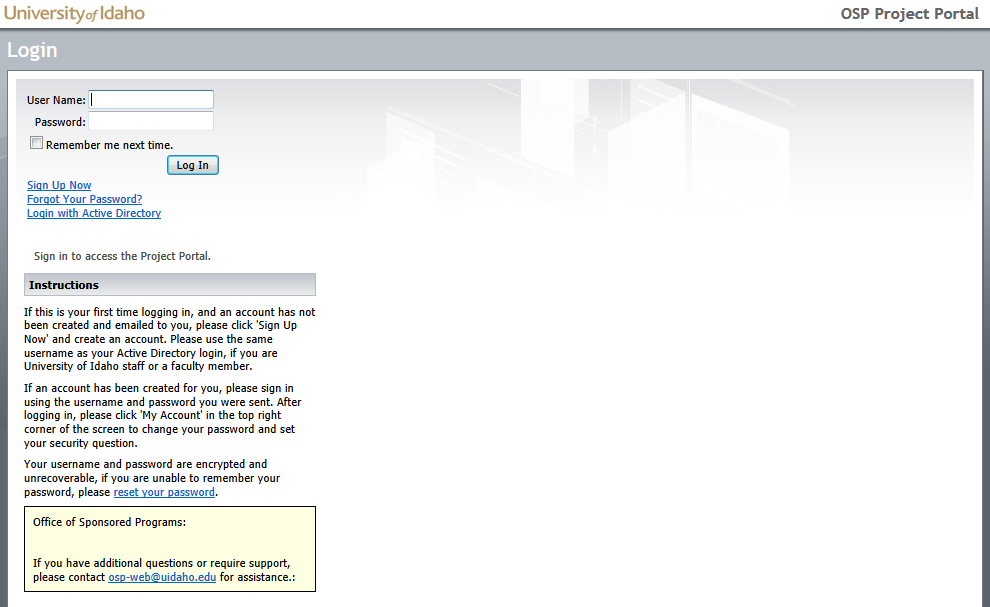


**OFF CAMPUS LOG IN**

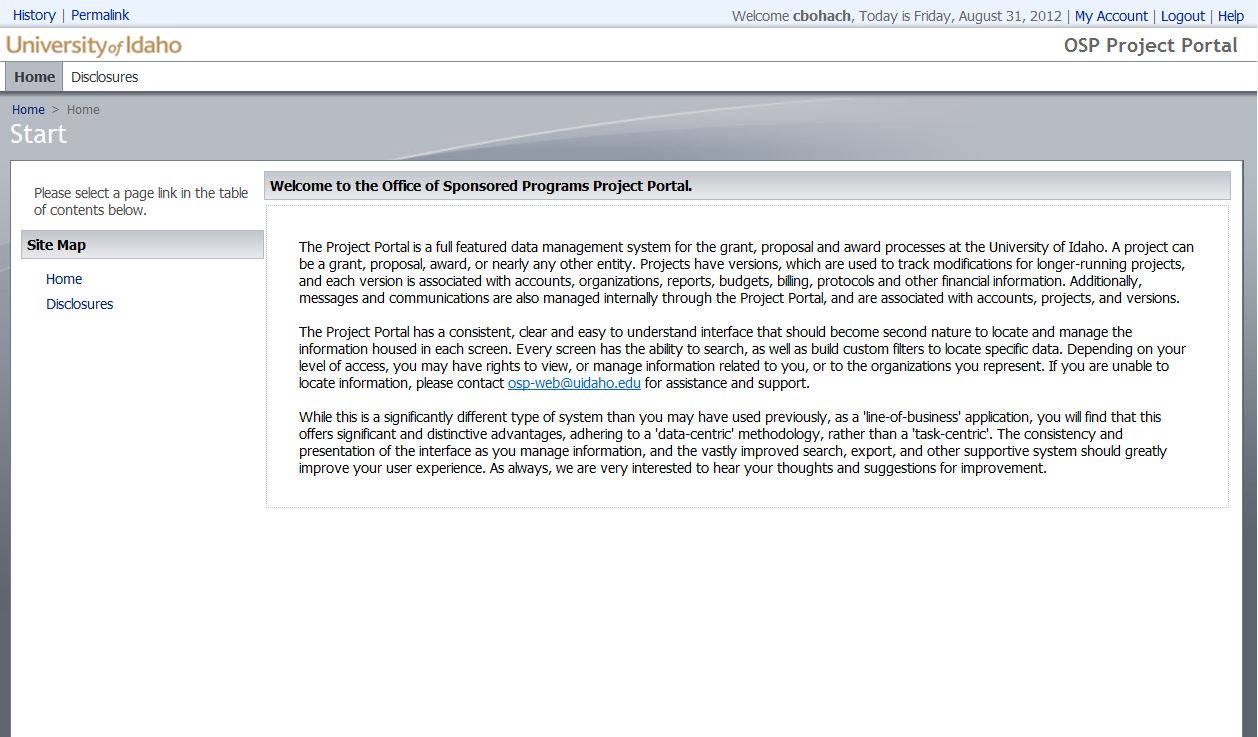
1. If you are logging in from an external location (such as your home computer) or non-networked machine, you will see the following screen and will use your UI username and either your assigned temporary external password or, if you have logged in and provided an external password previously, the password that you provided.

If you have previously reset your external password and cannot remember the password please click “Forgot Your Password?” as shown below and a new password will be emailed to you.

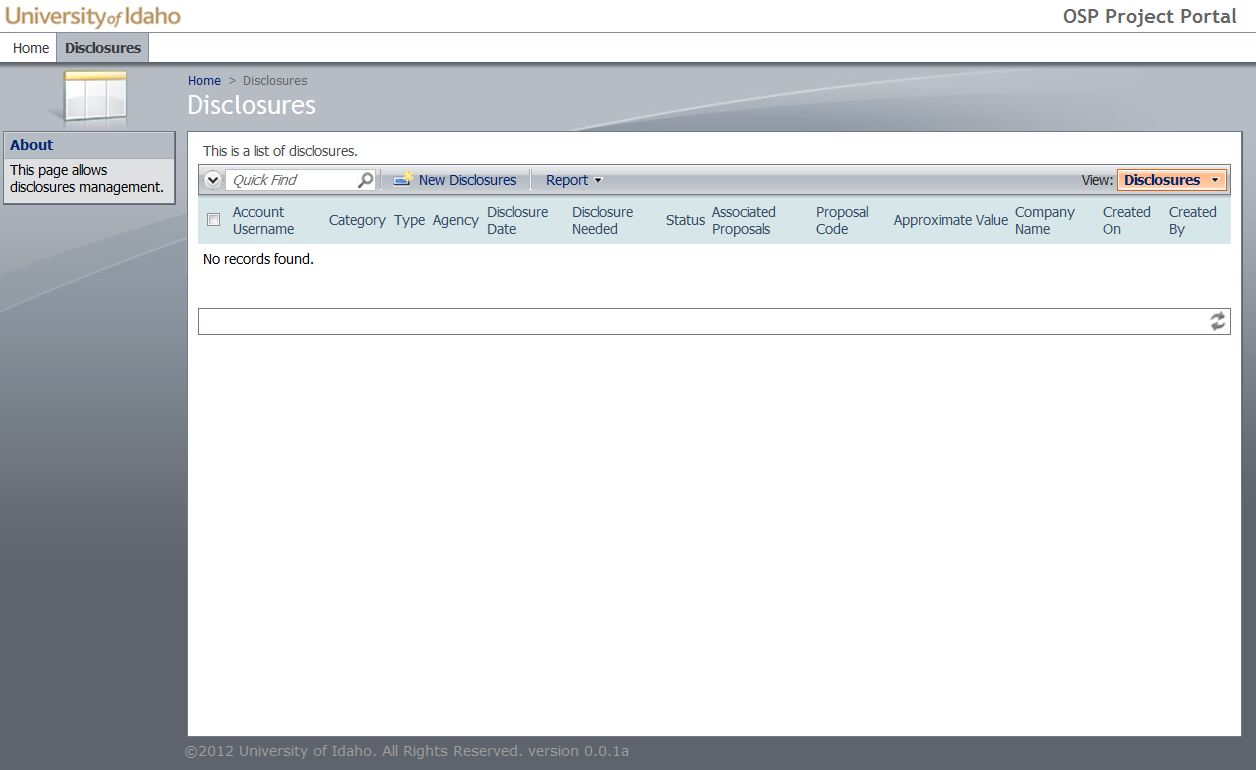
Your temporary external password should have been emailed to you from [osp@uidaho.edu](mailto:osp@uidaho.edu) or your Sponsored Programs Administrator (SPA). If this is the first time you have used the Portal and you did not receive an email with your temporary password please contact your SPA directly or email [uifcoi@uidaho.edu](mailto:uifcoi@uidaho.edu). After logging in please change your password by selecting “My account” from the top right corner of the screen.



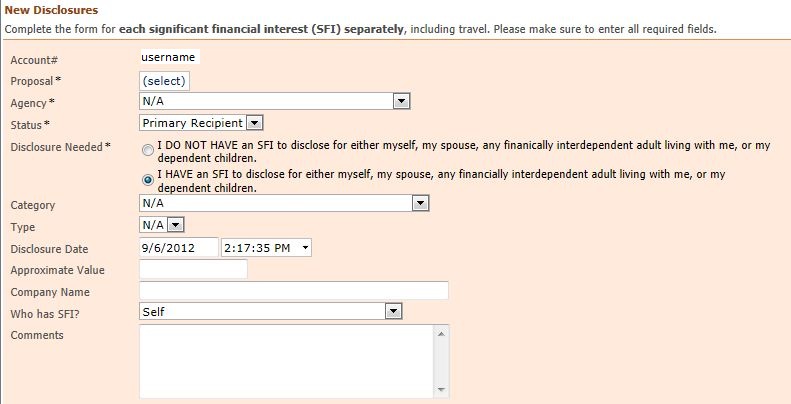
1. Once you log in, click ‘Disclosures’ from the top or side navigation areas.

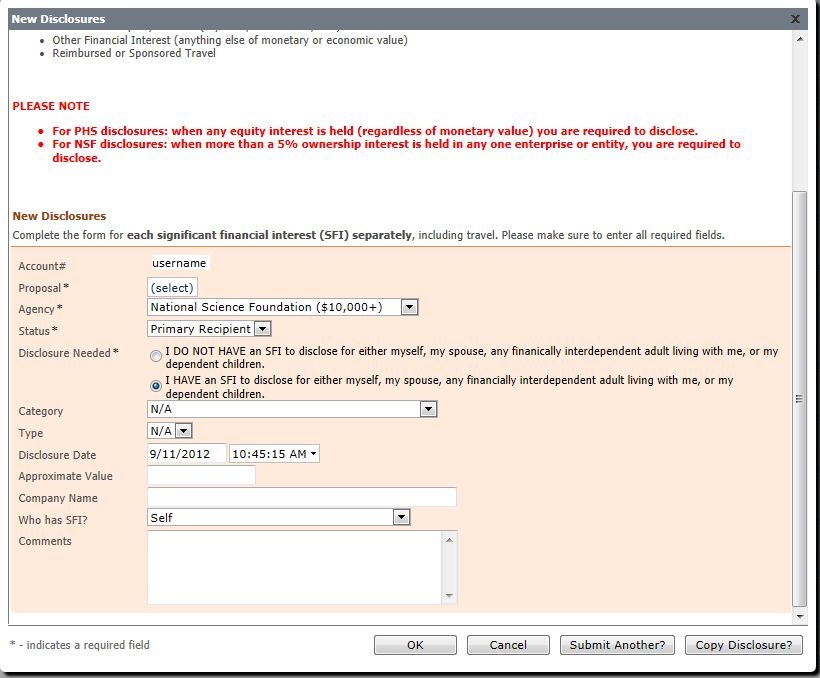


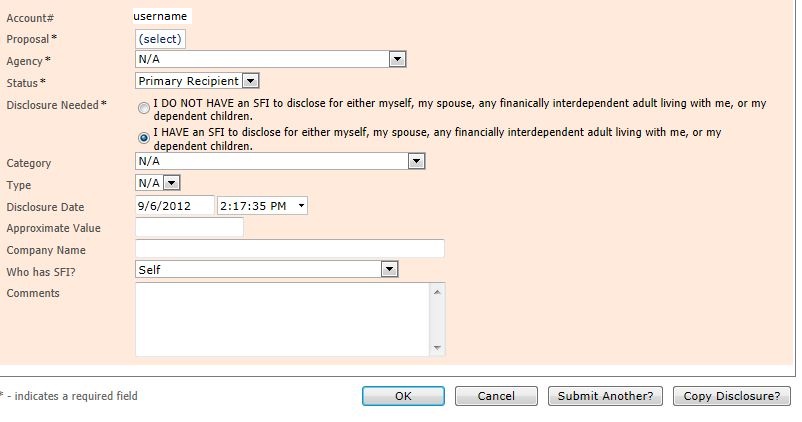
1. Click ‘New Disclosures’ from the action bar at the top of the page area.



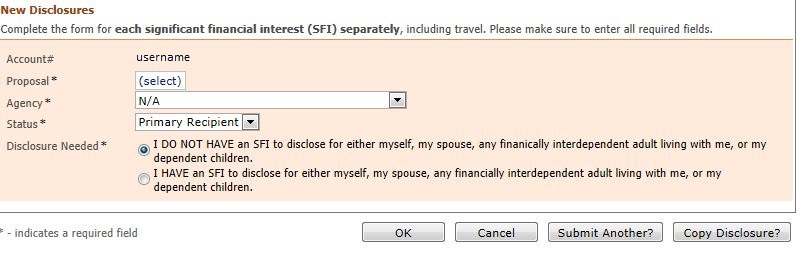
1. If you have multiple NSF agency proposals, you will have multiple proposals to select from in the drop down menu. Select the number that you are submitting the disclosure for.



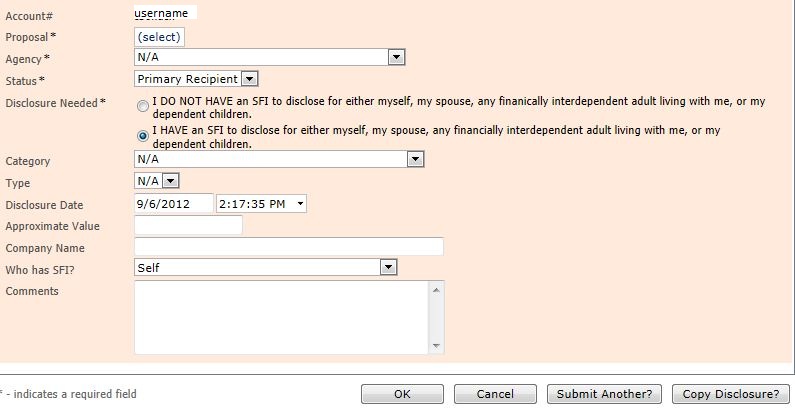
1. Select the disclosure category from the “Agency’ drop-down menu. For NSF proposals select the “NSF…” agency. **Please note the text in red specifying what has to be disclosed per NSF and PHS.**
2. Next select your status on the proposal. Your choices are Primary Recipient and Subrecipient. All parties external to the University of Idaho should choose Subrecipient.



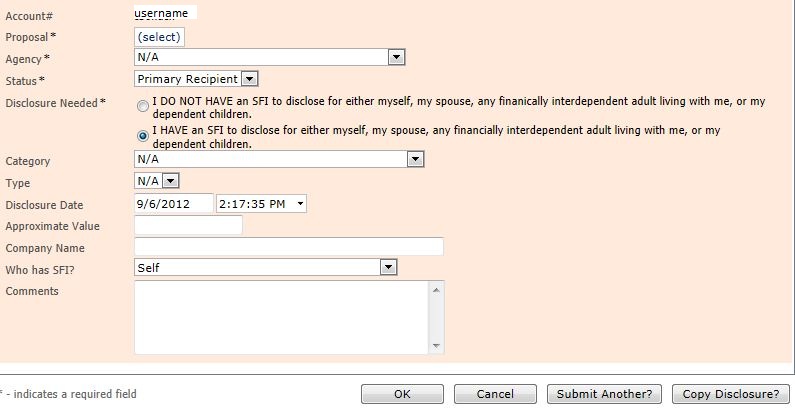
1. You are required to complete the form that loads whether or not you have a significant financial interest (SFI) to disclose. Please note that the significant financial interest could be held by yourself, your spouse, any dependent children or any financially interdependent adult living with you. If you have questions on disclosure please refer to Section 510 of NSF 05-131 Chapter 5 at [http://www.nsf.gov/pubs/manuals/gpm05\_131/gpm5.jsp#510](http://www.nsf.gov/pubs/manuals/gpm05_131/gpm5.jsp" \l "510) and the Faculty Staff Handbook Chapter 5600 at <http://www.webs.uidaho.edu/fsh/5600.html>. If you do not have an SFI to disclose select “I DO NOT HAVE an SFI…” and then click the ‘OK’ button.



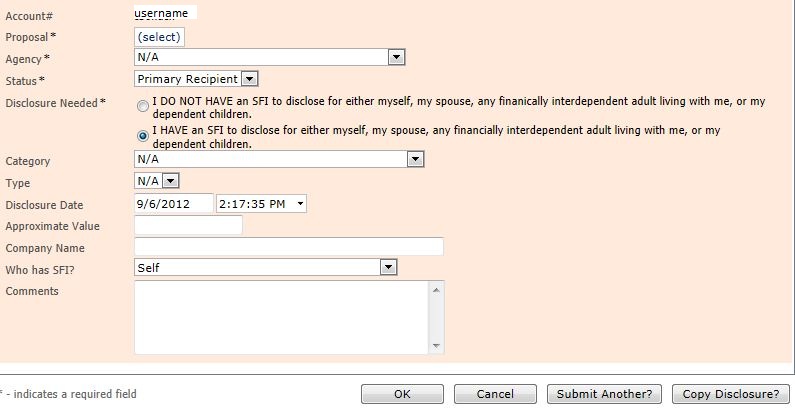
1. If you have one or more SFIs to disclose select the “I HAVE an SFI to disclose…” and then select the category (Income, Equity, Intellectual Property, Positions / Relationships – (compensated or not), and Travel) from the drop down menu.



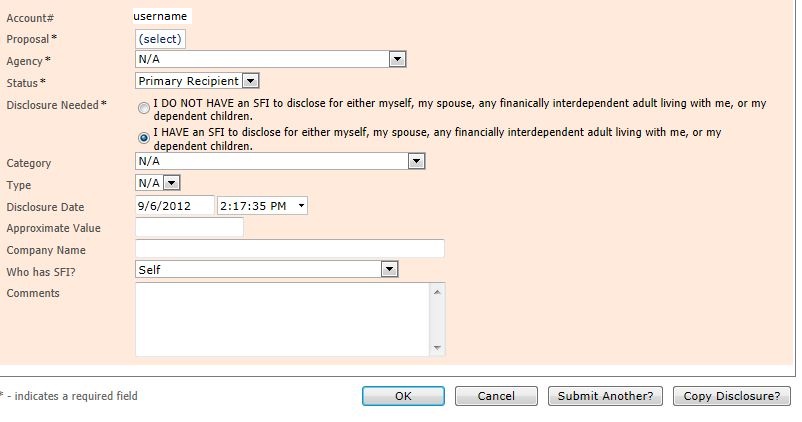
1. For Each SFI that you are disclosing you will select the category (Income, Equity, Intellectual Property, Positions / Relationships – (compensated or not), and Travel) from the drop down menu.



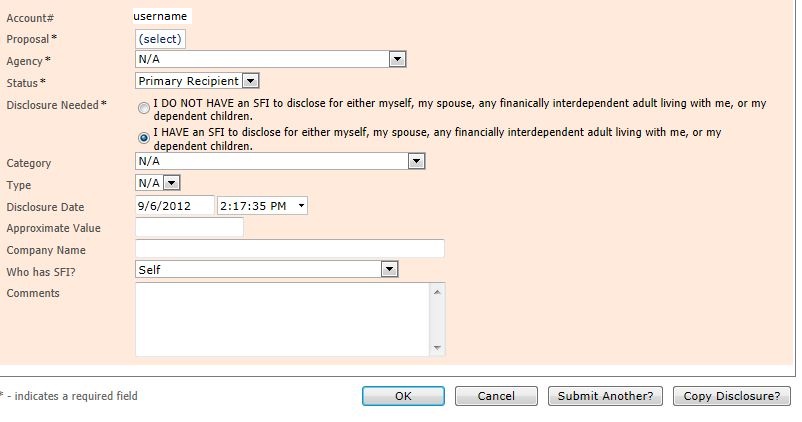
1. Next you will select the corresponding Type to further define the Category.



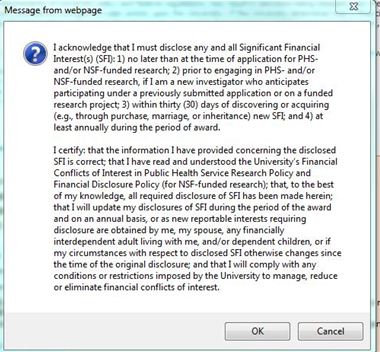
1. Fill in the approximate value of your SFI, the company name, select the person with the SFI from the dropdown and then enter in the required information in the comments. See the NSF FCOI policy at <http://www.nsf.gov/pubs/manuals/gpm05_131/gpm5.jsp#510> Chapter V, Section 510, and the Faculty Staff Handbook Chapter 5600 at <http://www.webs.uidaho.edu/fsh/5600.html> for information on disclosure requirements.



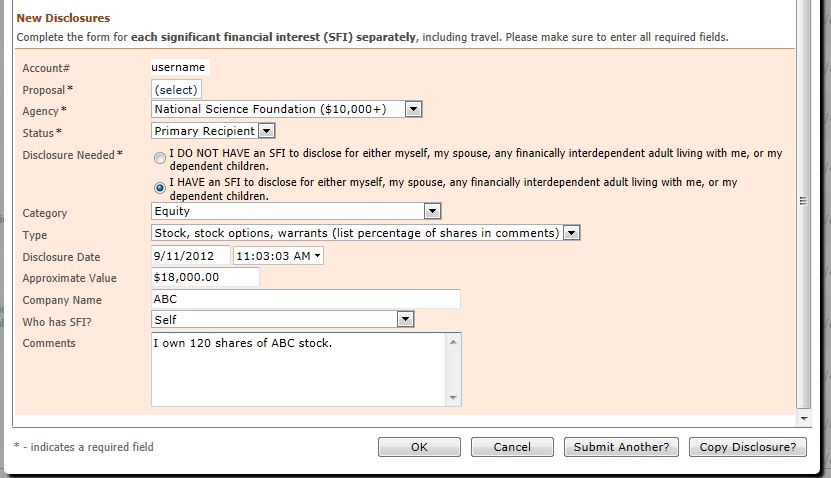
1. You are required to disclose each SFI separately. To submit another SFI click “Submit Another”.



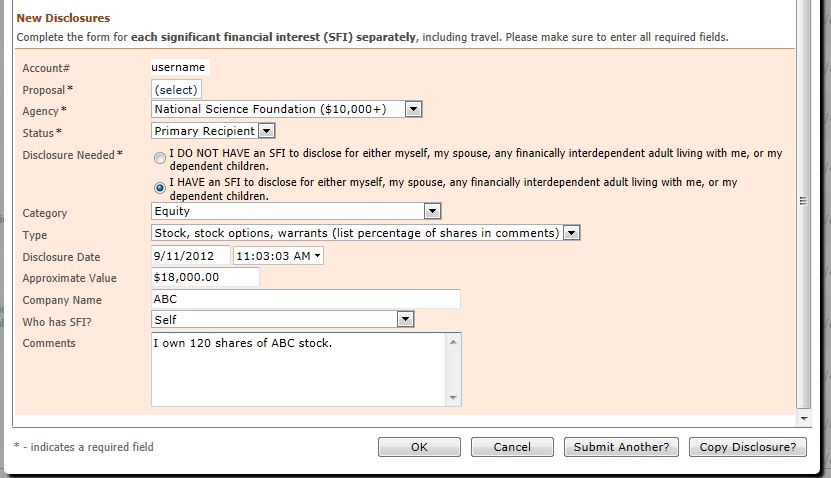
1. When you have clicked the “Submit Another” button, the following certification will appear. Please read and click “OK” to acknowledge your acceptance. Repeat steps 6-15 for each SFI.



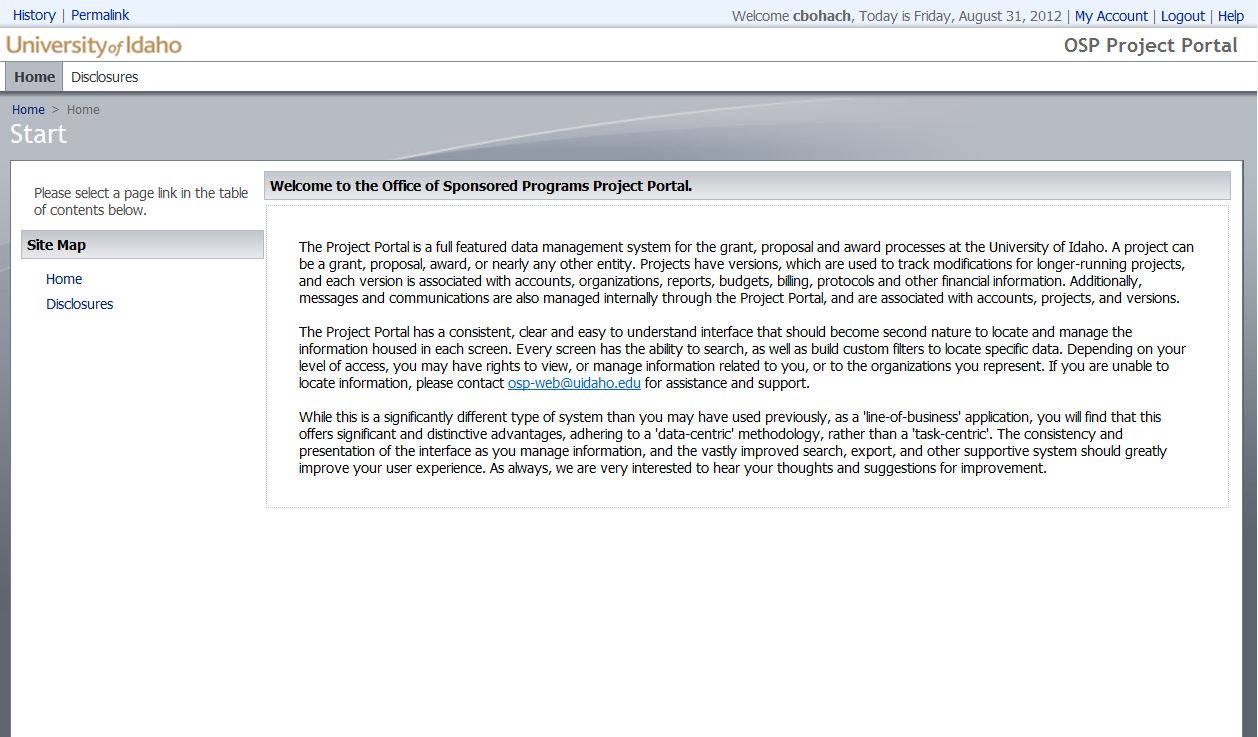
1. If you have multiple NSF funded proposals you need to disclose each SFI **per proposal.** Click the “Copy Disclosure” button. This will bring up the certification in Step 15; you will need to click ‘OK’ after reading the certification to submit the disclosure form for the proposal you were previously disclosing on.



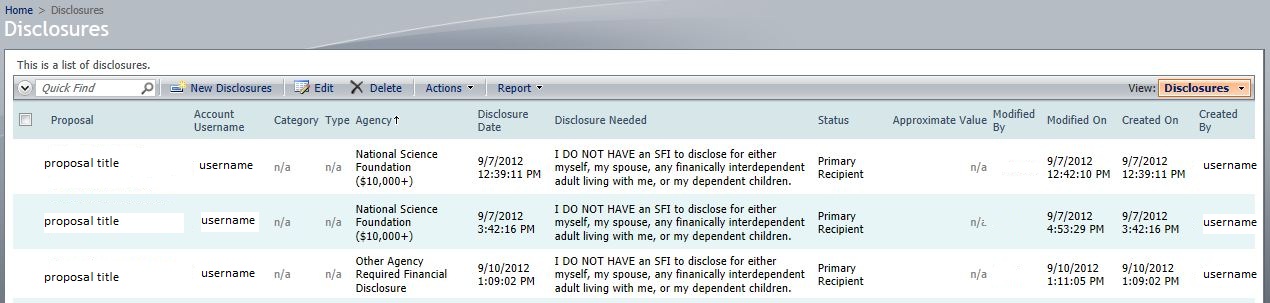
1. The disclosure form will remain on the screen but will have saved for the previous proposal. To submit the same disclosure on a different proposal, select the proposal number in the drop down and then click either ‘OK’ ‘Submit Another’ or ‘Copy Disclosure’. Clicking one of these three buttons will bring up the certification in Step 15.



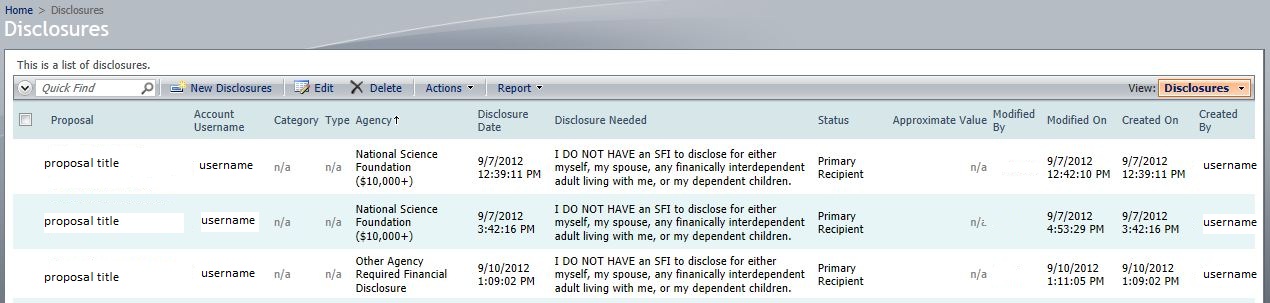
1. When you have finished disclosing all SFIs for each NSF funded proposal, click ‘OK’ on the form and certification in Step 15 to complete the process.
2. To print your disclosures see the following steps:
   1. Click on “disclosures” as shown below:



* 1. This will bring up a list of your disclosures that looks similar to the screenshot below:



* 1. Click the report button and then “PDF Document” to create a PDF that you can save and print for your records.



**Please contact** [**UIFCOI@uidaho.edu**](mailto:UIFCOI@uidaho.edu) **or call 208-885-6651 with any questions.**