

Quick Guide to Reporting Significant Financial Interests

1. Log into VERAS at <https://veras.uidaho.edu> using your standard University of Idaho single sign-on credentials (same as email or VandalWeb).
2. From “My Work Spaces,” select “Conflict of Interest” then “Annual or Project SFI Disclosure Form.” (If this option is not available, please contact your sponsored programs administrator or the RCOI Analyst).
3. Select either “Add a New Form” or “Copy Form.”
 - a. Add a New Form – select this option if you have never submitted an SFI disclosure, have not submitted the updated 2023 version of the disclosure, or which to start with a blank form.
 - b. Copy Form – select this option if you previously submitted an SFI disclosure using the updated 2023 disclosure form. The information from the form you select to be copied will appear in the new disclosure. Be sure to review all copied information for accuracy.
4. The new disclosure form will populate. Beginning working through the questions.
5. Select either “Annual Form” or “Project Form.” Failure to select the correct type of disclosure may result in delays getting your proposal approved.
 - a. Annual Form – select this option when submitting an annual update or update to reflect a newly acquired or discovered SFI.
 - b. Project Form – Select this option if the disclosure is for a proposal that you are preparing to submit.
6. Answer all the questions in the form. The form will not be submitted if all questions are not answered.
7. To save your progress on the disclosure, select “Save Section.” You may return later to complete it.
8. To submit the form, select “Continue.”
9. The “Form has been Completed!” screen will appear. Select “Signoff and Submit” to finalize the form.
10. A pop-up will appear that says you are required to sign off on the submission. Select “Ok” or wait for the timer to run down.
11. On the “Submission Routing Signoff” screen, select “Submit.” The disclosure will submit, and you will be routed to the “Research Conflict of Interest” home screen. No further action is required.

Questions? Contact your sponsored programs administrator or the RCOI Officer (uifcoi@uidaho.edu or 208-885-2142)