Completing your Annual Financial Conflict of Interest Questionnaire in COI-Smart

1. Investigators will access COI-Smart at “uky.coi-smart.com” and log in with their linkblue ID and password. *Should you receive an error message that you are not a user in COI smart, please call or email Kelley Davis at 859-257-0579 or kelley.king@uky.edu to add or activate you in the COI smart system.

2. Once logged in, investigators should click the button in the middle of the screen labeled “Click Here to Access Your Questionnaire”

3. Investigators will select the Questionnaire which applies to the current year and click to start the questionnaire.

4. Investigators will work through the Certifications/Questions, numbered 1-14. One section includes the required training information. Investigators will read through the training document and then click the radio button at the bottom to certify that they’ve completed the required training. At the end of the questionnaire, they’ll be asked to type the word “submit” and they will then receive an email letting them know that their disclosure was submitted.
Revising Responses to your Questionnaire

1. Follow steps 1 and 2 above and then click on the questionnaire to revise.

2. Once you click on the questionnaire, you will see the list of questions you answered. Select the question for which you’d like to revise the answer and click on the revise link on the far right.

3. You will then edit your answer using the radio buttons, click on the green plus icon to enter any entity information, if applicable, then click on the green button at the bottom to “continue to the question revision submission page” as below.
4. To submit your revision, you will be asked to type the word “revise” into the box.

5. You will then see a message that your questionnaire was successfully submitted. You can also click on the green button to “revise another question”.
Submit Revision to this Question

The questionnaire was submitted successfully.
Please click on the document icon below to print or save a copy of your disclosure.

[Document Icon]

Thank you for completing the COI Questionnaire

REVISE ANOTHER QUESTION  LOG OFF

Or

RETURN TO QUESTIONNAIRE LIST