How to Search for Financial Interest Disclosure Cases for Selected Individuals or Individuals Listed in Specific Departments within UConn Health InfoEd

This help document is related to the Financial Interests [FCOI] module in the UConn Health InfoEd Electronic Research Administration (eRA) portal. It describes how Department Administrators (e.g. business managers, administrative and fiscal managers, program assistants) and Research Administrators (Office of the VP for Research and/or Clinical COI Committee staff) with additional requested security permissions can search the Financial Interests [FCOI] module to determine the financial disclosure status and last certified date for individuals at UConn Health to facilitate grant submissions and/or to monitor departmental compliance with the UConn Health policy. If your role requires this access and you do not have access (please try it first; if you can search and return results for records other than yourself, then you have access already), please complete and return the eRA Account Access Request form to request Department Administrator security access to the Financial Interests module at UConn Health. These instructions only apply to UConn Health personnel and should not be used by persons on the UConn Storrs or regional campuses.

1. **Log in** to the UConn Health InfoEd portal at [https://uchealth.infoed.uconn.edu](https://uchealth.infoed.uconn.edu) using your UConn NetID (e.g. abc12345) and password. For NetID username/password assistance, see [https://netid.uconn.edu](https://netid.uconn.edu) or call 860-486-4357.

2. Click **Financial Interests [FCOI]** from the Module Navigation Side-Bar Menu.

3. On the new screen, click **Locate Records by Using Filters** button and a modal search window will appear providing you with the ability to search by a variety of parameters including Record Case Number, Owner, Owner Department, Status, and/or other criteria. Choosing one or more criteria will return results where all the specified criteria are present.

4. **Select your desired fields** and **Enter search criteria**. Some Search Fields require you to denote if it is an Exact match (=), Contains (C), or a Wildcard (*?). Adding more than one criteria will combine the fields using an AND.
a. To search for an individual person, select Record Owner, type the persons Last Name, First Name in the Selected Fields area for Record Owner and choose them from the list of available persons from the selection box.

b. To search for all persons in an entire department, choose Record Owner Primary Department and then type the name of the department in the selected fields box for the Primary Department. Choose the department name from the selection list. Note, most of the time you will want the department with a parenthesis and a four digit number in it if it is presented to you, e.g. use Orthopaedic Surgery (1030) instead of simply Orthopaedic Surgery without parenthesis and a number to return results within the larger department or unit.

5. Click Search button in the upper right of the Select ‘Locate’ Criteria modal window.

6. Results are displayed on screen. Up to 20 results are displayed on screen at a time with the ability to change your preference to a higher number in My Profile > Browse Configuration. Use the Numbers 1 2 3 etc. hyperlink to navigate to additional results pages. Additional individual record details can be exposed by clicking on the detail arrow to the left of the Record Number. Search results can also be exported to Excel for use outside of InfoEd.

7. Review the Last Certified Date to determine if the individual disclosed during the past 365 days. A Case Status of “Created; No disclosure” and no a notification “No Disclosures Filed” signifies a person HAS NOT yet disclosed in the system. Also, individuals subject to UConn Health policies may be required to disclose during the annual COI season which runs between February – April each year, and may be out of compliance if they have not yet disclosed during this annual window despite disclosing within the past 365 days. Depending upon your individual security, click on the hyperlinked record number to display a flyover menu to edit/view/delete/bookmark the record. Note: Not all persons at UConn Health are subject to the Individual, Clinical, and/or Institutional conflict of interest policies so they may not be in the system with a disclosure case, however if a person discloses, a case will be automatically be created for them.