

## Update Disclosure Profile

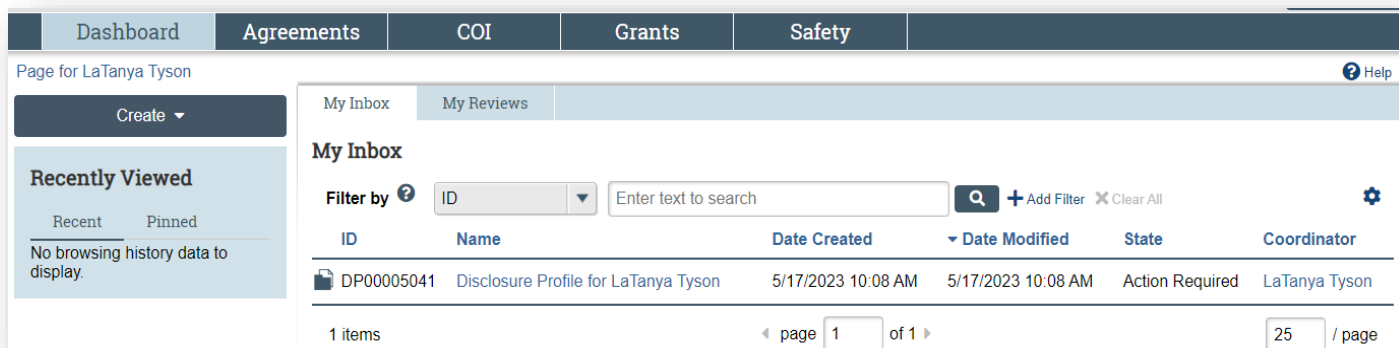
The Disclosure Profile is the focal point of the RAMP COI system for the discloser. It provides a summary of discloser's interest and everything that was disclosed previously.

Disclosers need to disclose their interests related to their institutional responsibilities. They also need to complete training related to the regulations and their institution's conflict of interest policy.

## Update Disclosures

As a discloser you need to record your interests in the RAMP COI system. You will receive an e-mail notification when you need to disclose your interests in RAMP COI. You can either click the link in the e-mail notification or go to your Disclosure Profile in the RAMP COI application to disclose your interest. You can refer the Instruction Center in the Disclosure Profile for the action that you need to take and also the reason for that action.

**Note:** You need to update your profile if your Disclosure Profile is in the Action Required state.



Page for LaTanya Tyson

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Filter by ⓘ ID ▾ Enter text to search 🔍 + Add Filter ✕ Clear All ⚙️

ID	Name	Date Created	Date Modified	State	Coordinator
DP00005041	Disclosure Profile for LaTanya Tyson	5/17/2023 10:08 AM	5/17/2023 10:08 AM	Action Required	LaTanya Tyson

1 items    ◀ page 1 of 1 ▶    25 / page

## To update your disclosure profile

If you do not have anything to disclose, do the following:

1. On the disclosure workspace, click **Edit Disclosure Profile**.

**Action Required**

- ☒ Complete Disclosure Profile Update

### Disclosure Profile for LaTanya Tyson

Instruction Center	
Action Required	Reason
Review disclosure information in the disclosure profile. When all disclosure information is current and accurate, click on the Complete Disclosure Profile Update button.	The disclosure profile is new and has never been completed

Edit Disclosure Profile

2. On the Instructions and Policies page, review the Training and Education materials provided. At the bottom of the page you will see, 'I certify that I have read and understood the education materials presented to me,' with a corresponding check-box. After you have reviewed the information on this page, select the check-box certifying that you have read and understood the education materials presented.

### Training documents:

There are no items to display

### Date that you completed your COI Training:

1. \* I certify that I have read and understood the education materials presented to me: ☒

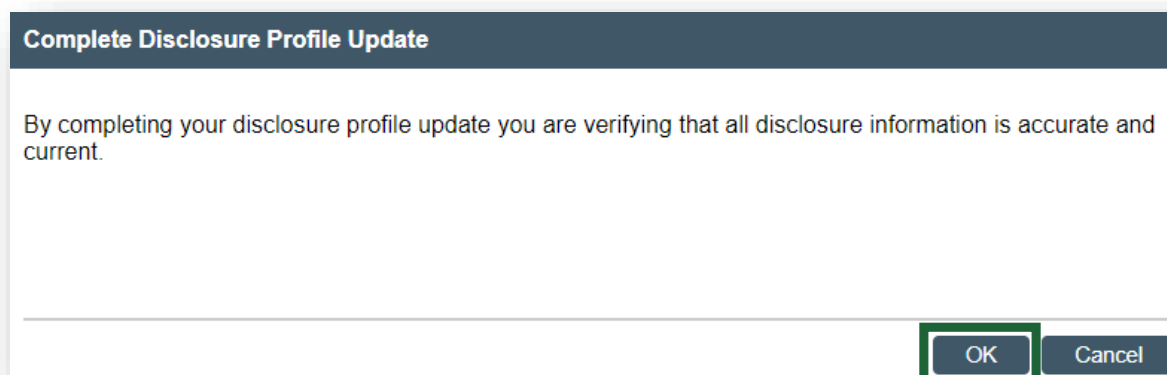
3. Click **Continue** to move to the next page.
4. Select **Yes/No** for the question 'Do you have any financial interests and/or outside activities to report?'.
  - a. If you select **Yes**, a section for 'Entity disclosures' will appear. Click **Add** and select the Entity, Relation to discloser, and the Disclosure type. Based on the Disclosure type selected, you get further questions.
  - b. Answer the required questions on the SmartForm and click **OK** to add the entity disclosure or click **OK and Add Another** to add another entity disclosure.
5. Click **Continue** to go to the Complete Disclosure Profile page.

**Complete Disclosure Profile**

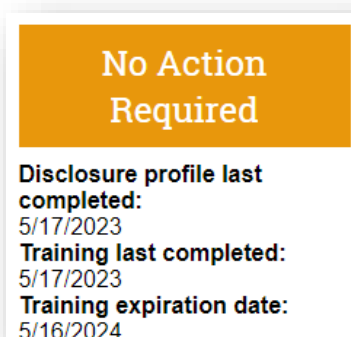
Click the Complete Disclosure Profile Update button to satisfy the following:  
The disclosure profile is new and has never been completed

Complete Disclosure Profile Update

6. Click **Complete Disclosure Profile Update** and click **OK**.



**Note:** The Discloser Profile moves to No Action Required state.



Finally, you can view your disclosures by clicking **View** on the Disclosures tab.