

As part of the University of Miami's compliance requirements, all students engaged in research or academic activities must complete Conflict of Interest (COI) training and submit an annual disclosure through the UDisclose system. This process replaces the previous CITI COI training requirement.

Even if you have no outside financial interests or relationships—either personally or through an immediate family member—you are still required to complete and submit the annual disclosure form. Additionally, if your outside interests change or if you acquire any new relationships during the year, you must update your disclosure within 30 days of the change.

The disclosure requirement applies to a wide range of individuals, including (but not limited to) graduate students, foreign students, postdoctoral associates, volunteers, visiting scholars, employees in key stakeholder departments, faculty and academic appointees (voluntary, full/part-time), and university officials.

REQUIREMENTS:

All master's students (MPH and joint degrees, MSPH, MS-PSCH, MS-CH, MD/MPH) in the DPHS must show evidence of completion of a UDisclose completed profile

Evidence of completion are required for all students enrolling in either:

- MPH Capstone courses: EPH 680, EPH 678, EPH 682; or
- MS Thesis courses: EPH 810

UDisclose INSTRUCTIONS:

- GO TO: <https://udisclose.miami.edu/>
- LOG IN: Sign in using your University of Miami CaneID and password.
- ACCESS YOUR PROFILE: Locate your disclosure profile titled "Disclosure Profile for (your name)." You can find it in "My Inbox" or under the "COI" tab.
- CLICK: Click the blue "Edit Disclosure Profile" button to open the disclosure smart form.



- COMPLETE THE FORM: Ensure that all required questions and fields are answered.
- NOTE:
 - If your training is expired, you can complete it on the first page of the smart form titled "Instructions and Policies."
 - Review the training documents listed there and check the box confirming that you have read and understood the policy.
 - Completing this step satisfies your COI training requirement for the year.
- FINALIZE THE PROFILE:
 - On the left-hand side of the form, navigate to the "Complete Disclosure Profile Update" page in the table of contents.



- Click the blue “Complete Disclosure Profile Update” button on the final page.
- A pop-up window will appear. Confirm that you’d like to submit your completed disclosure profile.



- CONFIRMATION: Once successfully submitted, the orange status bar on your disclosure homepage will change to read “No Action Required.”



- **NOTE:** After enrolling in EPH 680, 678, 682, or EPH 810, you are required to upload a screenshot of your UDisclose homepage showing the status bar labeled “No Action Required” to Blackboard. This, along with your three CITI completion reports, must be submitted to receive a Satisfactory grade.

CONTACT:

Contact the following individuals if you have any questions:

- Shameka Jenkins, sxi1142@med.miami.edu, for MPH, MSPH, and MS students
- Manuela Lopez, mml272@med.miami.edu for MD/MPH students

If you encounter an Error message while logging in (which may happen if it's your first time accessing the system), please contact the OVRPS Help Desk at OVRPShelpdesk@miami.edu to report the issue and ask for assistance.