COIC Disclosure Instructions

Instructions for COIC Disclosure

1. **CLICK HERE FOR LINK TO DISCLOSURE FORM**. Otherwise, you can sign into the Iowa State Okta home page at https://login.iastate.edu, click the 'COIC' button, then on the COIC tab, click 'COIC Disclosure Form'.
2. Answer with your appointment type and click 'Next'.
3. Answer the questions to which you are directed. If asked to provide information about one of your external activities, please give enough detail that reviewers not familiar with your situation can understand. Avoid abbreviations when possible. You may navigate through the pages by clicking 'Next' or 'Previous.' Alternatively, there is a dropdown function at the top of the page.
4. If you have more than one entity to disclose on any given question, complete the information for one entity and then click 'Add another Entity' at the bottom of the page to repeat the section.
5. When you have completed the disclosure, click on the "Submit" button to forward the form to your supervisor for review.

Thank you for your cooperation. Questions about the process of COIC disclosure may be directed to coi@iastate.edu.