

# iDisclose Reporting System

## iDisclose v3.0

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Browsers: Google Chrome, IE 8, Internet Explorer 9

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### **What is the iDisclose Reporting System used for?**

**iDisclose is the online system used by Faculty and Exempt Staff to report external (or outside) activities. Each reported activity is referred to as a “disclosure”. iDisclose provides a single portal to capture information used to fulfill several administrative and reporting needs such as:**

- Conflicts of Interest
- Conflicts of Commitment
- Activities that require prior approval (such as outside employment)
- Activities that must be reported annually to UT System and the NIH

### **Annual Reporting**

Each year, during March annual reporting opens. At this time, you will complete your annual disclosure(s) and submit. If you have no outside conflicts of interest or commitment to report, you must submit a report acknowledging you have no disclosures to submit.

**New employees** should access iDisclose and submit a report within 30 days of employment.

### **Prior Approvals**

From iDisclose faculty and staff will also be able to submit prior approvals (single disclosures). The paper form should not be used. Prior approvals should be submitted at least (30) days prior to the initiation of any external employment, consultation, or related activities and reflects a period of September 1 - August 31.

## **FAQs**

Visit the [iDisclose](#) home page for FAQs.

Additional assistance materials are available on the [iDisclose](#) web site. For questions regarding annual disclosures email [coi@uthscsa.edu](mailto:coi@uthscsa.edu).