How to Navigate to Previous DEPA Form Submissions

1) Go to https://era.cu.edu/ and login using your Identikey & Password
2) Select “DEPA Form” in the left-hand menu.

3) Select the “Show My Records” button.

4) Once your record is returned, click the hyperlinked Record Number, and then select “View” from the dropdown menu.
5) Once the new window has loaded, select “Submissions” from the left-hand menu.

6) The Submission Summary will then be displayed showing the Status of each of your Submissions, and giving you the ability to View each submission.

7) To view a particular Submission, click the “View” Hyperlink for the Submission you are interested in.

8) This will take you to the Submission Summary for that particular Submission. Once there, select the “Eyeglass” icon to view your DEPA Form for that Submission.
9) Your DEPA Form for that particular Submission will open in a new page. You will be able to View or Print your DEPA Form, but not Edit it.

**Statement of Authority and Purpose**

The University of Colorado Administrative Policy Statement 5012 prohibits employees from compromising or appearing to compromise their teaching, research, outreach, or other university activities ("Institutional Responsibilities") for financial or personal benefit. Accordingly:

1. Individuals involved in design, conduct, or reporting of research ("Researchers") must disclose external financial and personal interests to the university (including Significant Financial Interests ("SFIs")) and make commitments regarding those interests to ensure that the interests could not directly and significantly affect their institutional responsibilities; and
2. If the Conflicts of Interest & Commitment Office determines that, even after making such commitments, a disclosing's Interest(s) could directly and significantly affect their institutional responsibilities or compromise their professional judgment or actions (such interests have ripened into a Conflict of Interest ("COI")), further action will be required to manage or remove the conflict.