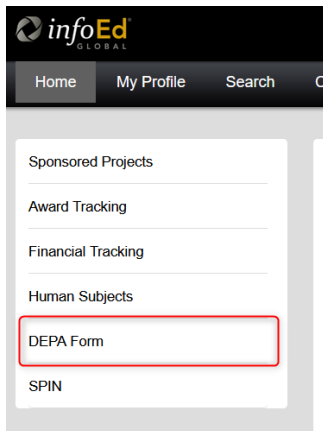
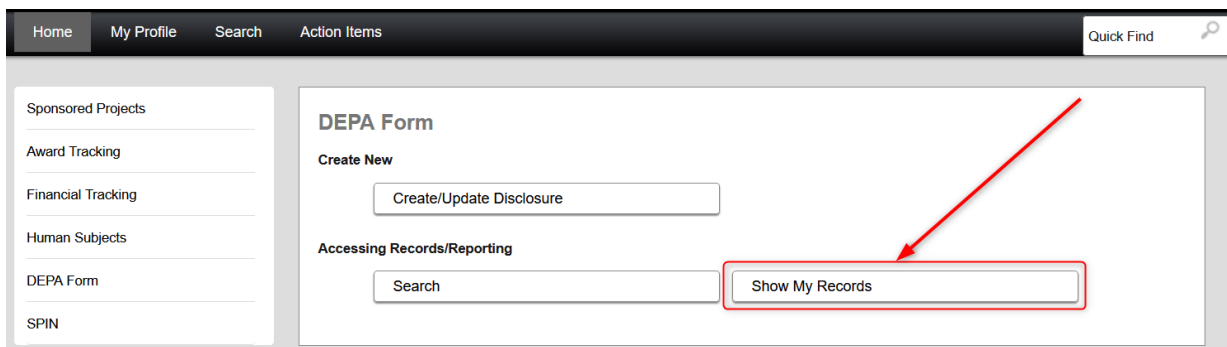


How to Navigate to Previous DEPA Form Submissions

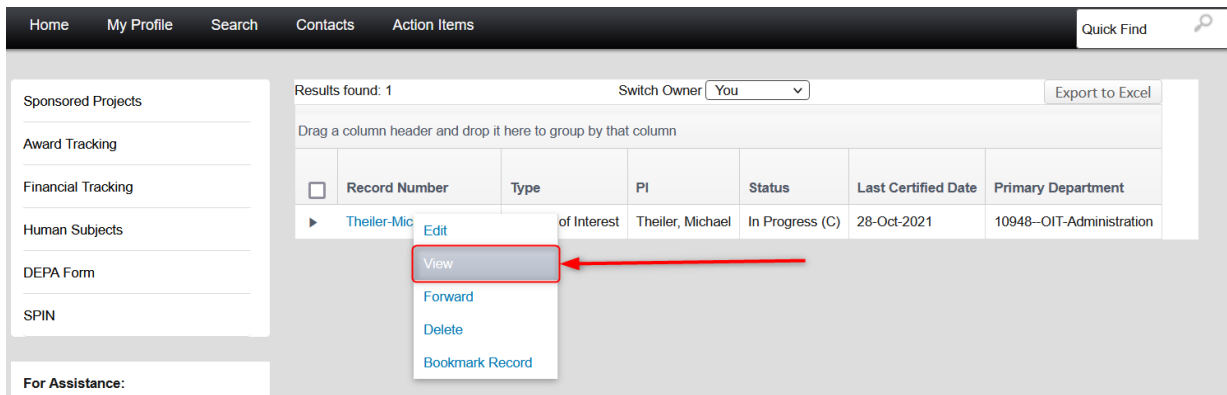
- 1) Go to <https://era.cu.edu/> and login using your Identkey & Password
- 2) Select “DEPA Form” in the left-hand menu.



- 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.

The screenshot shows a vertical navigation menu on the left side of a web application. The menu items include: Summary, Related Personnel (1), Admin Staff (0), Status History, Assignments (0), Keywords (0), Classification Codes, Attachments (0), Distribution Groups, Financial Interests, and Submissions (22). The 'Submissions (22)' item is highlighted with a red rectangular border.

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.

This screenshot displays the 'Submissions' table. The table has columns for Type, Submitted On, Created On, Status, Edit, and Delete. A red box highlights the 'View' hyperlinks in the 'Edit' column for several rows. A yellow notification at the top right says 'You opened this case in view mode.'

Type	Submitted On	Created On	Status	Edit	Delete
Self Disclosure	22-Jul-2021	16-Mar-2021	Reviewed - Conflict Managed with No Monitoring (S)	View	
Self Disclosure	27-Jul-2021	27-Jul-2021	Reviewed - Conflict Managed with No Monitoring (S)	View	
Self Disclosure	27-Jul-2021	27-Jul-2021	Reviewed - Conflict Managed - Directed to Recuse (S)	View	
Self Disclosure	27-Jul-2021	27-Jul-2021	No Conflict Reported (S)	View	
Self Disclosure	27-Jul-2021	27-Jul-2021	Reviewed - No Conflict (S)	View	

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

This screenshot is similar to the previous one but highlights a specific row. A red box surrounds the row for the submission '27-Jul-2021_7491', and a red arrow points to the 'View' link in the 'Edit' column. The yellow notification 'You opened this case in view mode.' is still present.

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.

This screenshot shows the 'Forms for Self Disclosure' page for a specific submission. It features a table with columns for Form/Document Name, Edit, Status, Upload, and Remove. A red box highlights the 'Edit' icon (an eyeglass icon) for the 'Self Disclosure Form' row, with a red arrow pointing to it. Below the table, there is a section for 'Active Routing Progress' and a table of route steps. A yellow notification at the top right says 'You opened this case in view mode.'

Form/Document Name	Edit	Status	Upload	Remove
Self Disclosure Form		Complete		

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.

University of Colorado Boulder

Conflicts of Interest & Commitment

RESEARCH AND INNOVATION OFFICE

Close

Print

Form History

Update

PURPOSE
INVESTIGATOR INFORMATION
FEDERAL REPORTING OBLIGATIONS
OTHER FINANCIAL AND PERSONAL INTEREST
SELF-AUTHORED MATERIALS
CERTIFY AND SUBMIT DEPA
ALL PAGES

PURPOSE

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 ("[Investigators](#)") must disclose external financial and personal interests to the university (including [Significant Financial Interests](#) ("SFI")) 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 discloser'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.