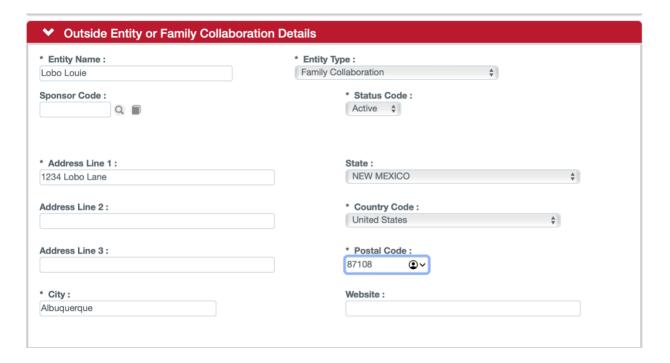
## Tip Sheet: How to Enter a New Family Collaboration

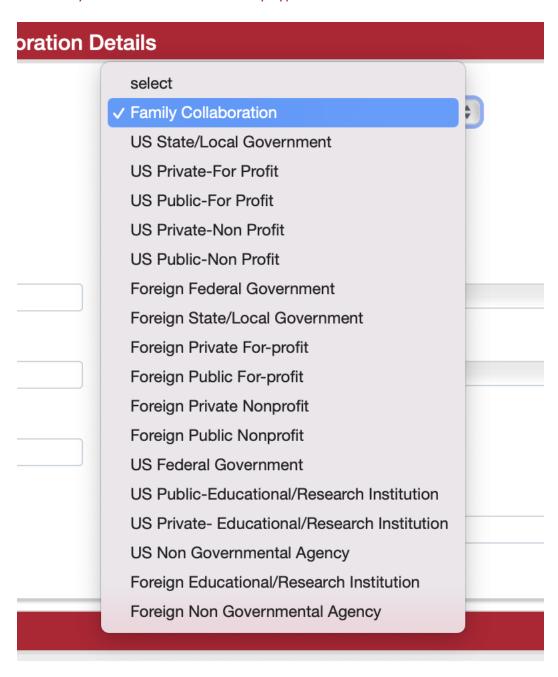
1. In the Conflict of Interest menu, select "Outside Entity or Family Collaboration" by clicking on the plus next to it.



2. Under Outside Entity or Family Collaboration Details, enter the person's name as the Entity Name and complete the address information for the person with whom you are collaborating.



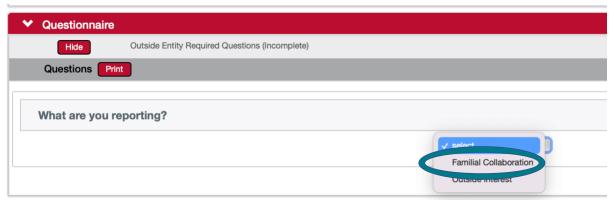
3. Select "Family Collaboration" under Entity Type.



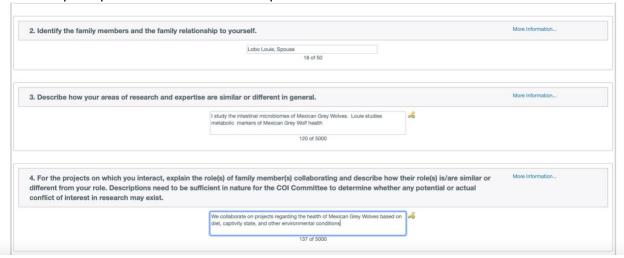
4. Select "Active" under Status Code. This is easy to miss but it will cause an error message when you submit, if you do.



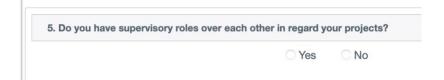
- 5. IGNORE Sponsor Code.
- 6. The next section is the QUESTIONNAIRE. This is where you enter the details of how you interact with your family member. Select "Familial Collaboration" under the question "What are you reporting?". This will trigger a specific set of questions to report the collaboration.



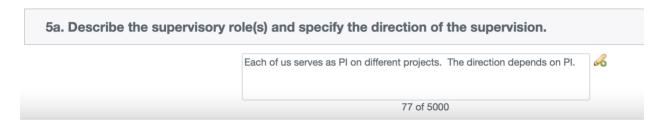
7. Answer the next 3 questions. Be as complete as possible so that the COI Committee can get a complete picture and avoid follow up emails from the COI office.



8. Select the proper answer regarding whether you have supervisory roles over one another.

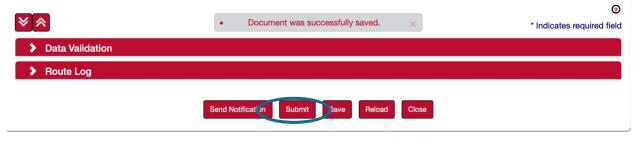


9. If you do, answer the question that pops up in response.



You will be able to explain further in different projects (which should indicate who is the PI, etc).

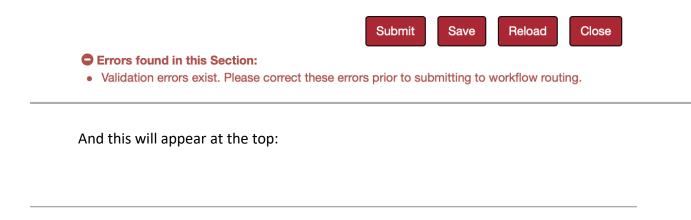
- 10. Ignore relationship details, notes and attachments (unless you are later asked to fill them out).
- 11. Click SAVE at the bottom.
- 12. The new menu looks like this. Click Submit at the bottom



13. If there are no errors, you should see the following screen:



- 14. You should then be directed back to your Family Collaboration, where you can review it and make any changes save it. This Family Collaboration will be available in all COI disclosures, where you can report relationships with it.
- 15. Errors in Family Collaborations
  If there is an error, instead of the holding page, you will be returned to you Family
  Collaboration (which will have been saved) and the following will appear at the bottom.

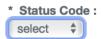


Document was successfully saved.

For Family Collaborations, the most common errors are

a. Failure to select "Status Code" in the "Outside Entity and Family Collaboration Details" section.

1 error(s) found on page.



b. An incomplete Outside Entities Questionnaire – Screen shot to be fixed?



Correct these errors **SAVE** and submit again!