

HOW TO DISCLOSE A NEW RELATIONSHIP

Follow these steps to disclose a new relationship:

STEP 1: Copy and paste the eOPC website address into a browser window:
<https://e-opc.jhmi.edu>

STEP 2: **Log** into eOPC by entering your **JHED ID** and **Password** and selecting the **Login** button (Figure 1).

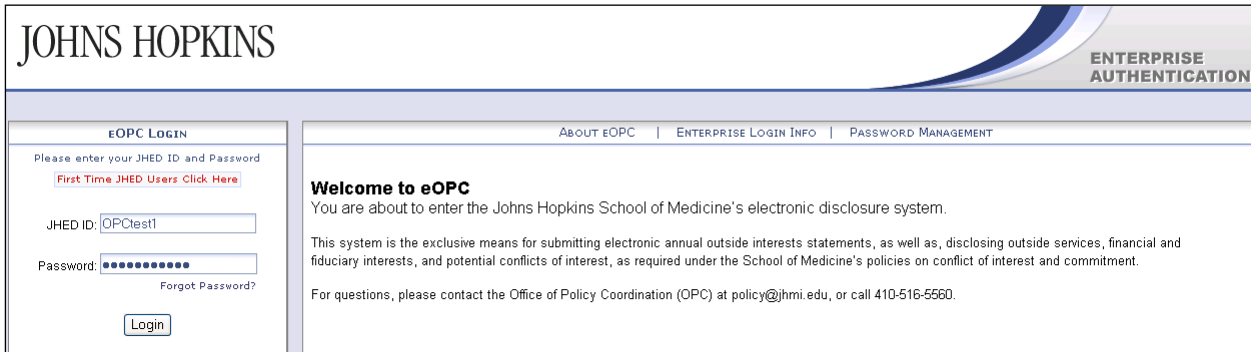


Figure 1

STEP 3: Once you have logged into eOPC, you will arrive at your **My Disclosures on File**. (Figure 2).

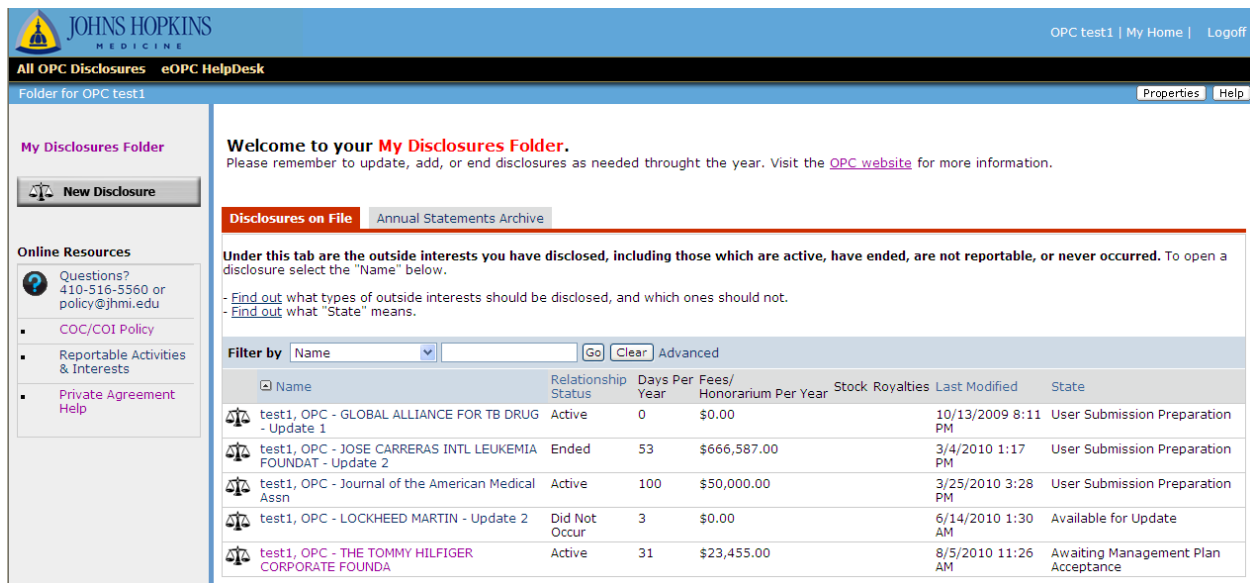


Figure 2

STEP 4: **Select the New Disclosure** button on the upper left of your screen. This button launches the eOPC disclosure form (Figure 3).

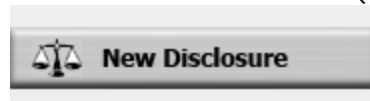
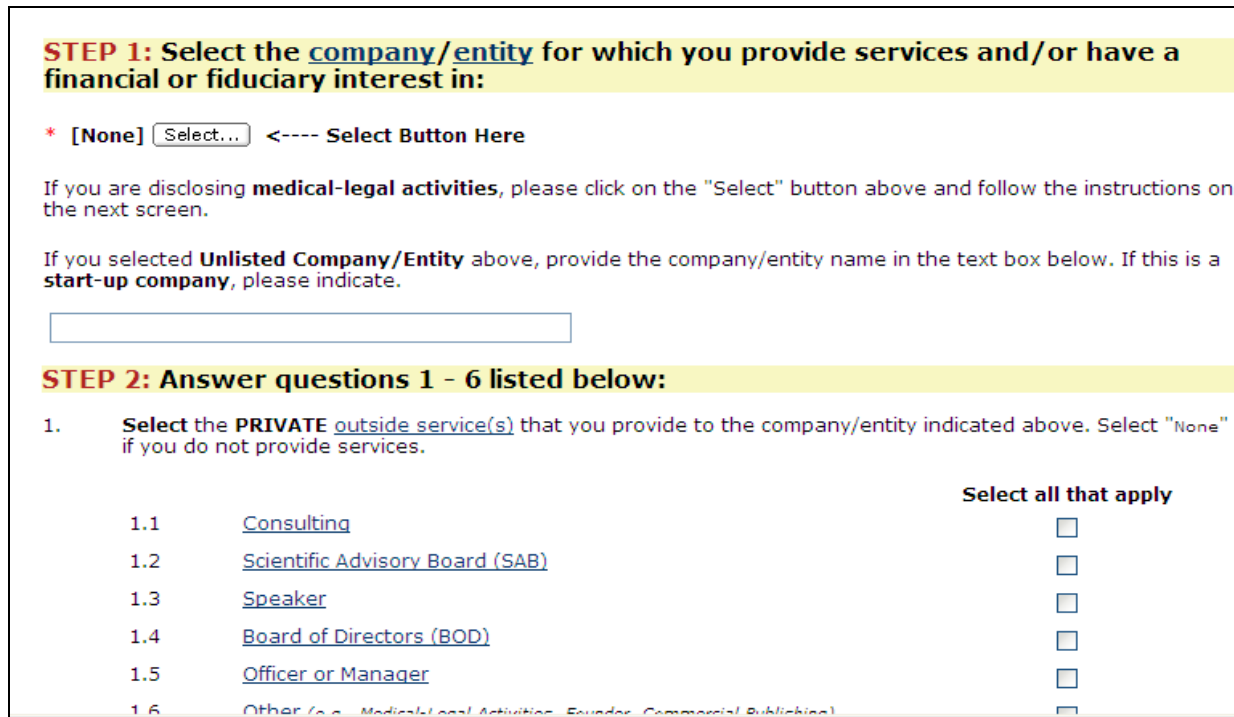


Figure 3

STEP 5: Answer all the questions in steps 1 and 2 of the disclosure form (Figure 4).



STEP 1: Select the company/entity for which you provide services and/or have a financial or fiduciary interest in:

* [None] <---- Select Button Here

If you are disclosing **medical-legal activities**, please click on the "Select" button above and follow the instructions on the next screen.

If you selected **Unlisted Company/Entity** above, provide the company/entity name in the text box below. If this is a **start-up company**, please indicate.

STEP 2: Answer questions 1 - 6 listed below:

1. Select the **PRIVATE outside service(s)** that you provide to the company/entity indicated above. Select "None" if you do not provide services.

		Select all that apply
1.1	Consulting	<input type="checkbox"/>
1.2	Scientific Advisory Board (SAB)	<input type="checkbox"/>
1.3	Speaker	<input type="checkbox"/>
1.4	Board of Directors (BOD)	<input type="checkbox"/>
1.5	Officer or Manager	<input type="checkbox"/>
1.6	Other (e.g., Medical/Legal Activities, Founder, Commercial Submissions)	<input type="checkbox"/>

Figure 4

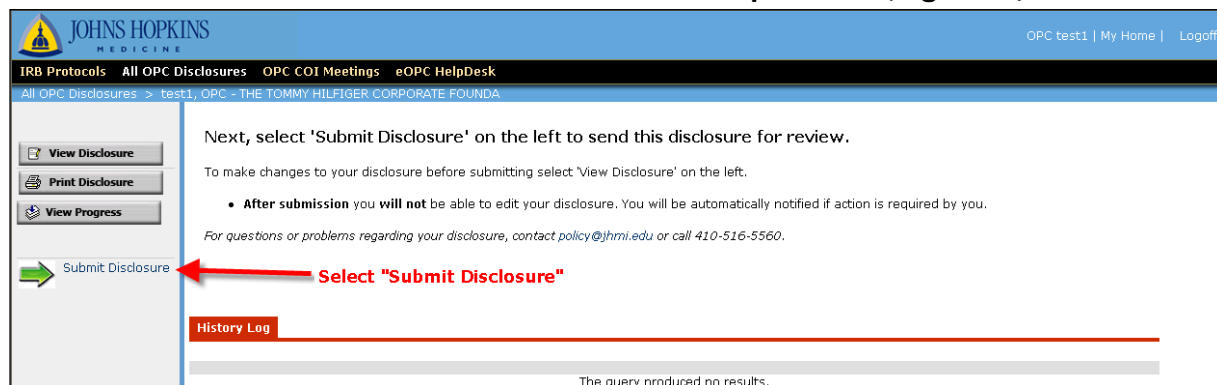
STEP 6: Select the **Continue** button to advance through the disclosure form.

Please Note: *The additional information you will be asked to disclose is determined by your answers in Steps 1 and 2 of the disclosure form. For example, if you indicate you provide consulting in Step 1, you will later be asked additional consulting questions. If you do not indicate that you provide consulting, you will not be asked any further questions regarding consulting.*

STEP 7: Select the **Continue** button to advance through each section until you reach **Section 6.0 – Administrative**.

STEP 8: Select the **Finish** button.

STEP 9: Select the **Submit Disclosure** button to proceed (Figure 5).



JOHNS HOPKINS MEDICINE

OPC test1 | My Home | Logoff

IRB Protocols All OPC Disclosures OPC COI Meetings eOPC HelpDesk

All OPC Disclosures > test1, OPC - THE TOMMY HILFINGER CORPORATE FOUNDA

Next, select 'Submit Disclosure' on the left to send this disclosure for review.

To make changes to your disclosure before submitting select 'View Disclosure' on the left.

- After submission you will not be able to edit your disclosure. You will be automatically notified if action is required by you.

For questions or problems regarding your disclosure, contact policy@jhmi.edu or call 410-516-5560.

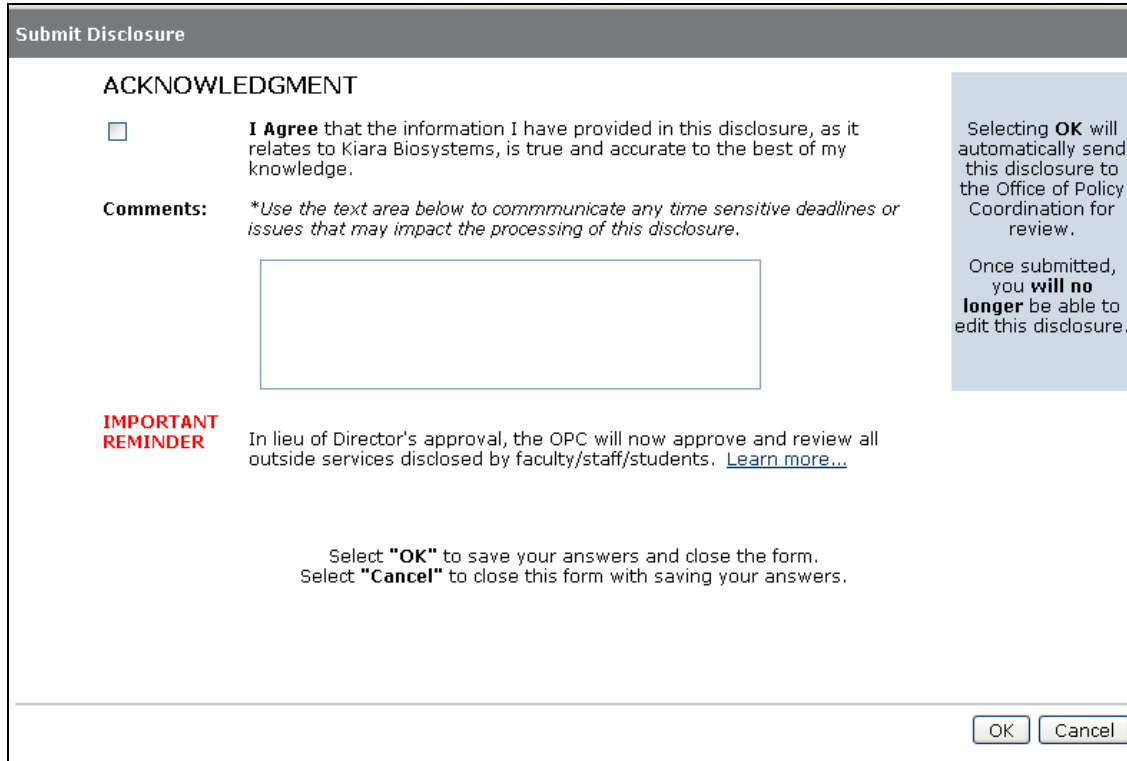
Select "Submit Disclosure"

History Log

The query produced no results.

Figure 5

STEP 10: Read the **acknowledgment**, which will open in a pop up window, and check the box to indicate you agree that your disclosure is true and accurate (Figure 6).



Submit Disclosure

ACKNOWLEDGMENT

I Agree that the information I have provided in this disclosure, as it relates to Kiara Biosystems, is true and accurate to the best of my knowledge.

Comments: *Use the text area below to communicate any time sensitive deadlines or issues that may impact the processing of this disclosure.

IMPORTANT REMINDER In lieu of Director's approval, the OPC will now approve and review all outside services disclosed by faculty/staff/students. [Learn more...](#)

Select "**OK**" to save your answers and close the form.
Select "**Cancel**" to close this form with saving your answers.

OK Cancel

Figure 6

STEP 11: Select the **OK** button to submit your disclosure to the Office of Policy Coordination for review.

Please Note: *If you have not answered all required fields in the disclosure form, an error message will appear. You must then navigate back to the pages on which you need to provide required information.*

STEP 12: Select **Logoff**, located in the top right corner of your screen.

Please allow the Office of Policy Coordination time to review your disclosure. If the Office of Policy Coordination has questions regarding your new relationship, you will be contacted via email. If the new relationship is approved, you will receive a notification via email to log into eOPC and review and accept your management plan.

If you have questions, please contact the OPC at 410-516-5560 or policy@jhmi.edu.