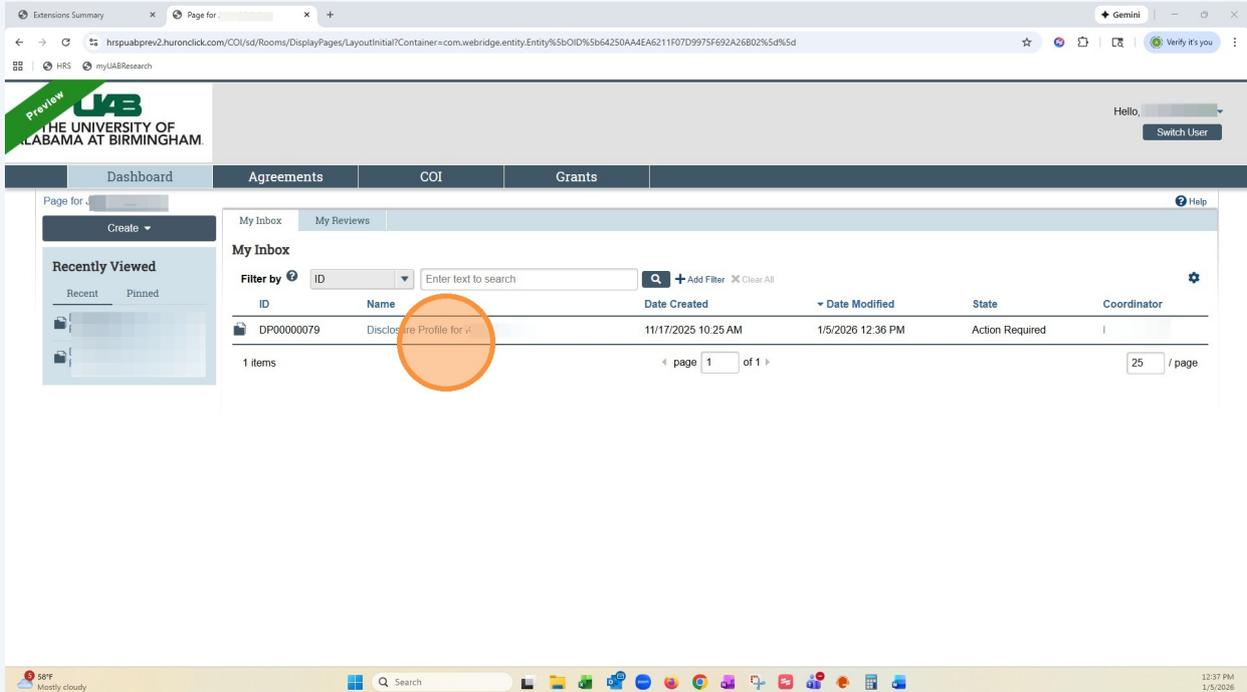


Scribe for COI Proxy Workflow



1

When you log into myUABResearch, you will see your spouse's profile in your dashboard.



2 Click "Disclosure Profile for (Spouse's Name)"

The screenshot shows a web browser window displaying the myUAB Research dashboard. The dashboard has a navigation bar with tabs for Dashboard, Agreements, COI, and Grants. The main content area is titled 'My Inbox' and contains a table with the following columns: ID, Name, Date Created, Date Modified, State, and Coordinator. The table has one row with the following data: ID: DP00000079, Name: Disclosure Profile for [redacted], Date Created: 11/17/2025 10:25 AM, Date Modified: 1/5/2026 12:36 PM, State: Action Required, and Coordinator: [redacted]. The 'Name' cell is circled in orange. Below the table, it says '1 items' and 'page 1 of 1'. The browser's address bar shows the URL: https://hrspuabprev2.huronclck.com/COI/sd/Rooms/DisplayPages/LayoutInitial?Container=com.webbridge.entity.Entity%5bOID%5b64250A4AE6211F07D9975F692A26802%5d%5d

3 You should see your spouse's profile. Note you are listed as the proxy. Click Edit Disclosure Profile.

The screenshot shows the 'Disclosure Profile for' page. The page has a navigation bar with tabs for Disclosures, Requests, Certifications, Plans, Triggering Events, Reports, Meetings, and Help Center. The main content area is titled 'Disclosure Profile for [redacted]'. On the left, there is a sidebar with an 'Action Required' status and three options: Complete Proxy Update, Assign Proxy, and Remove Proxy. The main content area has an 'Instruction Center' section with the following text: 'Action Required: Review disclosure information in the disclosure profile. When all disclosure information is current and accurate, click on the Complete Disclosure Profile Update button.' and 'Reason: The disclosure profile is new and never been completed'. Below this is an 'Edit Disclosure Profile' button, which is circled in orange. Below the button is a 'Disclosure proxy' section with a table with the following columns: Management Plan, Status, and Last Accepted Date. The table has one row with the following data: Management Plan: [redacted], Status: Not Accepted, Satisfied, and Last Accepted Date: [redacted]. Below the table is a 'Disclosures' section with tabs for Disclosures, Training, and History. The 'Disclosures' tab is selected and shows a message: 'You have not disclosed any interests. Reference the Instruction Center to take the appropriate steps of completing a disclosure update.'

4

You will then navigate through the disclosure profile pages. As a proxy, you only need to complete the 2nd page with entity disclosure information.

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Editing: DP00000079

Instructions and Policies

These are the default instructions and policies provided by the solution.

External Training:

Course Name	Date Completed	Date Expired
LL Financial Conflict of Interest	8/9/2023	8/9/2027
LL Financial Conflict of Interest in Research - 4th Yr Refresher	7/22/2020	7/22/2024

Exit Save Continue

5

Answering yes to question 1 allows you to add your disclosures to the profile.

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Editing: DP00000079

Entity Disclosure Information

1. * Do you, your spouse, and/or dependents have any financial interests and/or external activities to report?

Yes No [Clear](#)

2. Entity disclosures:

[+ Add](#)

Entity	Foreign Entity?	Publicly Traded?	Relation to Discloser	Disclosure Types	Total Value	Total Time Commitment (Days)	Last Modified
There are no items to display							

Exit Save Continue

6 Click to add the disclosure

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Validate Compare

Instructions and Policies

Entity Disclosure Information

Additional Information

Complete Disclosure Profile

Editing: DP00000079

Entity Disclosure Information

1. * Do you, your spouse, and/or dependents have any financial interests and/or external activities to report?
 Yes No [Clear](#)
2. Entity disclosures:
[+ Add](#)

Entity	Foreign Entity?	Publicly Traded?	Relation to Discloser	Disclosure Types	Total Value	Total Time Commitment (Days)	Last Modified
There are no items to display							

7 You will then navigate through the smartform and complete the required questions.

00000079

n/COI/app/portal/smartform/edit?Project=com.webridge.entity.Entity%5B0ID%5BF3E0AA1C3D111F07C9975F692A26B02%5D%5D&doValidation=False&Mode=smartform&sf=sf&WizardPageOID...

Add Disclosure

Entity Disclosure Information

Editing: DP00000079

Entity Disclosure Information

1. * Do you, your spouse, and/or dependents have any financial interests and/or external activities to report?
 Yes No [Clear](#)

Entity disclosures:

[+ Add](#)

Entity	Foreign Entity?	Publicly Traded?
There are no items to display		

General Information

1. Entity: ?
 [+ Add](#)
- or
- If you cannot find the entity in the above list, enter the details here:
[None] [+ Add](#)
2. * Relation to discloser: ?
 Self
 Spouse
 Dependent Child
 Other Dependent
3. * Disclosure types:

8

Reminder that if you are entering your disclosure information, you would identify yourself as the Spouse since it is not your profile.

The screenshot shows a web form titled "Entity Disclosure Information" for editing a disclosure with ID DP00000079. The form is divided into several sections:

- 1. * Do you, your spouse, and/or dependent child have any financial interest in any of the following entities?** (Yes/No radio buttons, Clear link)
- 2. Entity disclosures:** (Add button, table with columns: Entity, Foreign Entity?, Publicly Traded, There are no items to display)
- 3. * Relation to discloser:** (List of checkboxes: Self, Spouse, Dependent Child, Other Dependent). The "Spouse" checkbox is selected and circled in orange.
- 4. * Disclosure types:** (Table with columns: Name, Description). The "Consulting or Other Professional Services" checkbox is selected and circled in orange.

Name	Description
<input type="checkbox"/> Equity	Stock, Stock Options, Dividends or Ownership Interest
<input checked="" type="checkbox"/> Consulting or Other Professional Services	Advisory or scientific advisory board
<input type="checkbox"/> Editorial Services	Journal services, scientific editor services
<input type="checkbox"/> Intellectual Property Rights	Patent, Copyright, License, or Royalties paid directly to individual

9

Indicate the type of disclosure.

This screenshot shows the same form as above, but with the "Spouse" checkbox under "Relation to discloser" selected and circled in orange. The "Consulting or Other Professional Services" checkbox under "Disclosure types" is also selected and circled in orange.

Name	Description
<input type="checkbox"/> Equity	Stock, Stock Options, Dividends or Ownership Interest
<input checked="" type="checkbox"/> Consulting or Other Professional Services	Advisory or scientific advisory board
<input type="checkbox"/> Editorial Services	Journal services, scientific editor services
<input type="checkbox"/> Intellectual Property Rights	Patent, Copyright, License, or Royalties paid directly to individual
<input type="checkbox"/> Divestiture and Cash Pay-out	Sale of equity
<input type="checkbox"/> Sponsored Travel	Travel which is paid on behalf of the Investigator
<input type="checkbox"/> Board Service	Board of Directors, Board of Trustees
<input type="checkbox"/> Outside Employment	Employment external to your institution
<input type="checkbox"/> Other Appointments	Compensated or Uncompensated (e.g. positions, appointments, etc.)
<input type="checkbox"/> Speaking, Prizes and Honoraria	Compensation for speaking, lecturing, presenting, performing, Degrees, etc.)
<input type="checkbox"/> In Kind Support	Any resource or financial support received that is available to the individual

10 You will then answer the required questions.

OF IGHAM.

Editing: DP00000079

Entity Disclosure Information

1. * Do you, your spouse, and/or dependent have any financial interest in any entity? Yes No [Clear](#)

2. Entity disclosures:

+ Add

Entity Foreign Entity? Publicly Traded

There are no items to display

In-Kind Support Any resource or financial support received that is available to the researcher, including equipment and supplies, and employee or student resources.

Postdoctoral Scholar, Student, or Visiting Scholar An individual who temporarily visits the institution to engage in research and scholarship.

Expert Witness Services Providing specialized knowledge, skills, or expertise to assist in legal matters.

▼ Consulting and Other Professional Services

Advisory or scientific advisory board

1. * Compensation in the past 12 months: (if uncompensated, enter 0) [?](#)

2. Approximate time (days) you spent on this activity in the past 12 months: [?](#)

3. Are you required to perform research as part of this activity? Yes No [Clear](#)

4. Additional information that would help clarify this disclosure:

11 Once you have answered the questions, you will click ok or ok and add another if you have additional interests to add to the disclosure.

DP00000079

Entity Disclosure Information

1. * Do you, your spouse, and/or dependent have any financial interest in any entity? No [Clear](#)

2. Entity disclosures:

+ Add

Entity Foreign Entity? Publicly Traded

There are no items to display

▼ Consulting and Other Professional Services

Advisory or scientific advisory board

1. * Compensation in the past 12 months: (if uncompensated, enter 0) [?](#)

2. Approximate time (days) you spent on this activity in the past 12 months: [?](#)

3. Are you required to perform research as part of this activity? Yes No [Clear](#)

4. Additional information that would help clarify this disclosure:

consulting on drug xyz

5. Related Documents:

+ Add

There are no items to display

* Required

OK OK and Add Another Cancel

12 Once you have completed the disclosure, click continue.

The screenshot shows a web browser window with the URL <https://uabprev2.huronlick.com/COI/app/portal/smartform/edit?Project=com.webridge.entity.Entity%5B0ID%5BFC3E0AA1C3D111F07C9975F692A26802%5D%5D&doValidation=False&Mode=smartform&sf=st&WizardPageOID...>. The page header includes the UAB logo and the text "THE UNIVERSITY OF ALABAMA AT BIRMINGHAM". The main content area is titled "Editing: DP00000079" and "Entity Disclosure Information". It contains two questions: "1. * Do you, your spouse, and/or dependents have any financial interests and/or external activities to report?" with radio buttons for "Yes" and "No" and a "Clear" link; and "2. Entity disclosures:" with an "+ Add" button and a table. The table has columns for "Entity", "Foreign Entity?", "Publicly Traded?", "Relation to Discloser", "Disclosure Types", "Total Value", "Total Time Commitment (Days)", and "Last Modified". One entry is visible: "AASTROM BIOSCIENCES INC" with "No" for Foreign Entity, "No" for Publicly Traded, "Spouse" for Relation to Discloser, "Consulting or Other Professional Services" for Disclosure Types, "\$1,000,000.00" for Total Value, "12" for Total Time Commitment, and "1/5/2026" for Last Modified. At the bottom right, there are buttons for "Exit", "Save", and "Continue", with the "Continue" button circled in orange.

13 You do not need to answer the remaining questions. The discloser should answer these. You can now click Save and then Exit.

The screenshot shows the same web browser window as the previous one, but the page content has changed to "Additional Information". It contains three questions: "1. * Are you an applicant or a participant party to a foreign talent recruitment program?" with radio buttons for "Yes" and "No" and a "Clear" link; "2. * Do you have an active startup package from another organization?" with radio buttons for "Yes" and "No" and a "Clear" link; and "3. * Do you have a startup company based on intellectual property licensed from any other entity besides this institution?" with radio buttons for "Yes" and "No" and a "Clear" link. At the bottom right, there are buttons for "Exit", "Save", and "Continue", with the "Save" button circled in orange.

14

You should now click Complete Proxy Update. This allows the spouse to know you have updated their disclosure with the necessary information.

Preview UAB THE UNIVERSITY OF ALABAMA AT BIRMINGHAM

Dashboard Agreements COI Grants

Disclosures Requests Certifications Plans Triggering Events Reports Meetings Help Center

COI > Disclosures > Disclosure Profile for [redacted]

Action Required

- Complete Proxy Update
- Assign Proxy
- Remove Proxy

Disclosure Profile for [redacted]

Instruction Center

Action Required
Review disclosure information in the disclosure profile. When all disclosure information is current and accurate, click on the **Complete Disclosure Profile Update** button.

Reason
The disclosure never been c

Edit Disclosure Profile

Discloser proxy: [redacted]

Management Plan	Status	Last Accepted
	Not Accepted, Satisfied	

Disclosures Training History

15

You can provide comments or documents if needed. This will be included in the notification to your spouse letting them know you have updated their profile. Then click ok.

1. Comments:

[Text Area]

2. Supporting documents:

+ Add

Name

There are no items to display

OK Cancel

Help Center

Reason
ite, The disclosure never been c

Last Accepted

16

Your spouse's profile has now been updated and they have been notified.

Action Required
Proxy update last completed: 1/5/2026

Disclosure Profile for [Redacted]

Instruction Center

Action Required	Reason
Review disclosure information in the disclosure profile. When all disclosure information is current and accurate, click on the Complete Disclosure Profile Update button.	The disclosure profile is new and has never been completed

Disposer proxy: [Redacted]

Management Plan	Status	Last Accepted Date	Plan Monitors
	Not Accepted, Satisfied		Paul Atchison

Entity	Foreign Entity?	Publicly Traded?	Relation to Discloser	Disclosure Types	Total Value	Total Time Commitment (Days)	Last Modified
View AASTROM BIOSCIENCES INC	No		Spouse	Consulting or Other Professional Services	\$1,000,000.00	12	1/5/2026