



3 Key M-Inform Steps

Follow these steps to **successfully** complete your annual disclosure

1

Before you review, update, or add disclosures, click the **Training Acknowledgement** checkbox.

I certify that I have read the training above and understand that it is my responsibility to fully disclose my outside activities, relationships, and interests in accordance with U-M, federal, and other funding sponsors COI policies.

2

Review your list of **Pending** disclosures. Look for the **yellow triangles**  indicating updates are required!

Pending

View/Edit	Organization	Relationship	Role	Start Date	End Date	Ongoing?	Days	Total Value	Last Updated	Archive
 Edit	International Entity 1	• Consultant		07/06/2020		Yes	3	\$20,000 – \$39,999	07/21/2020 1:02 PM	Remove

3

Ready to submit? On the **Attestation page** remember to:

- 1) Click the checkbox to attest,
- 2) Click “Yes”,
- 3) Click “Finish.”

*I attest that I have read and accept the above

*Are you ready to submit your disclosure for review?

Selecting “Yes” and clicking “Save” or “Finish” will immediately submit your disclosure for review.

If you just wish to save the information you have entered and submit it at another time, select “No” and click “Save” or “Finish”.

Yes No [Clear](#)

Once you accept the attestation above and click FINISH, your disclosure will be routed to the appropriate reviewer.

Exit

Save

Finish