The AUA Conflict of Interest Policy requires that prior to participating in programs all individuals make full disclosures of all relevant relationships, business transactions, presentations or publications related to healthcare or AUA activities. All items for the past two years should be disclosed and are listed under the active tab. Future disclosures may be added to a user’s active record.

Records must be updated after April 1 to be considered current for the Association Year (June-May).

NOTE: Participation in certain AUA activities may require you to review and confirm disclosures more frequently than once a year.

Log in Instructions - Enter the quick link AUAnet.org/coi in the address bar of a web browser.

Log in with the user email address and AUA password.
Depending on the user’s status, members will see one of two options.

Option 1 – New to the disclosure system
Users may add a new disclosure or declare that they have nothing to disclose. See pages 5 and 6 for a sample of the add a new disclosure form.
Option 2 – Returning Member with active or inactive disclosures

Active Tab
Contains disclosed items within the 24 months (also may include future disclosure dates).

Users may confirm their record, add a new disclosure, or edit a current disclosure.

Disclosure Record for Test Urologist (AUA ID 00833290)

Last Confirmed: 4/15/2019  Your record requires review and reconfirmation.
Active disclosure range: Includes all disclosed items on or after 11/1/2019

<table>
<thead>
<tr>
<th>Details</th>
<th>Company Name</th>
<th>Company Type</th>
<th>Applies To</th>
<th>Financial</th>
<th>Relationship Type</th>
<th>Specialty Area</th>
<th>Start Date</th>
<th>End Date</th>
<th>Edit</th>
<th>Delete</th>
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<tbody>
<tr>
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<td>National Cancer</td>
<td>Other - Government</td>
<td>Self</td>
<td>No</td>
<td>Scientific Study or Trail</td>
<td>Renal Transplantation</td>
<td>9/10/2017</td>
<td>Current</td>
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<tr>
<td></td>
<td>Medtronic</td>
<td>Medical Device Company</td>
<td>Self</td>
<td>Yes</td>
<td>Employee</td>
<td>General Urology</td>
<td>10/15/2010</td>
<td>10/18/2020</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

By confirming your COI Disclosure Record, you are certifying that the information is accurate and true. This serves as your electronic signature. Once a disclosure has been confirmed it becomes part of a user's permanent record and cannot be deleted.
**Inactive Tab**
Provides a historical list of disclosed items (more than two years old up to five years old).

Content may be edited using the renewal button. New dates must be applied to create an active disclosure item. The inactive disclosure item will be retained as part of the member's historical record. Users must return to the active tab to confirm their record.

Note: Users without historical information in the AUA database will not see the inactive tab displayed.
Add a Disclosure Form

**Company or Organization Types**
- Medical Association
- Medical Device Company or Distributor
- Pharmaceutical or Biologics Company or Distributor
- Nutraceutical (healthcare supplements)
- Health Publishing/Medical Journals
- Diagnostic Laboratory (with proprietary products)
- Diagnostic Laboratory (without proprietary products)
- Other (please specify)

**Relationship Definitions**
Users may select the information button to read definition of the relationship type (see appendix for a printed list of these definitions).
Add a Disclosure Form (continued)

Optional: Provide a brief description of the nature of the relationship being disclosed (500 Character Limit)

Description field
This is optional for most users. A unique message will appear for users where additional narrative is required (e.g., members of practice guidelines panels and some committees).
Record Review
New items are indicated in red and may be edited or deleted prior to confirmation. Users may select the + button under the details column to view the narrative content. After users reviewed their record select “Confirm My Record” to accept the changes.

Notes on Editing
Prior to confirmation users may edit any field in the draft disclosure (shown in red). Users may also delete a draft disclosure.

Once a disclosure has been confirmed it becomes part of a user's permanent record and cannot be deleted. The following fields may be edited after confirmation:

- Company Type
- Specialty Area
- Description
- End Date

All edited records require reconfirmation.

Confirmation message

Once the record is confirmed users will receive a thank you message and the confirmation date will be updated as of today.
Save a copy of the disclosure record
Users may download a PDF or spreadsheet of their active record by using these buttons.

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<td>Oncology</td>
<td>9/4/2019</td>
<td>09/04/2019</td>
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</tr>
</tbody>
</table>
Disclosure Requirements
The AUA requires that prior to participating in programs all individuals make full disclosures of all relevant financial and intellectual conflicting interests (COIs), i.e., private or institutional interests of individuals which may, under certain circumstances, compete or conflict with their primary duties owed to the AUA. Please disclose affiliations or relationships, whether compensated or not, with (1) any entity researching and developing, producing, marketing, selling, re-selling or distributing health care products used by or on patients; (2) healthcare publications; or (3) other medical associations.

Relationships should be reported regardless of whether or not compensation was received.

What is the type of relationship?
Relationships to be disclosed include leadership positions, ownership interests, investment interests, intellectual property interests, business or employment relationships, and health publishing relationships with entities related to healthcare or AUA activities.

**Leadership Position**
Board, officer, trustee, editor or other leadership position in any commercial entity, society or organization relating to healthcare.

**Health Publishing**
Includes service on editorial boards, paid authorship or contributorship, service as a paid peer reviewer and/or any publishing royalty arrangements.

**Consultant or Advisor**
Includes service on research, product development, marketing, advisory boards or quality assurance/safety monitoring boards related to healthcare products or services.

**Meeting Participant or Lecturer**
Honoraria, reimbursements or in-kind payments received as faculty members, speakers bureau, industry sponsored lectures, presenters, chairs, proctors, preceptor or consultants. Any role beyond meeting attendee should be disclosed.

**Scientific Study or Trial**
Includes research as a principal investigator as well as grant support for scientific studies or trials within a member's institution where the member has direct knowledge of these activities.

**Investment Interest**
Personal or family ownership of stocks or stock options (or dividends or revenue received from the same) issued by publicly traded companies researching and developing, producing, marketing, selling, or distributing health care products or services used by or on patients. Passive stock ownership such as mutual funds need not be disclosed.

**Intellectual Property Interest**
Owner of any intellectual property interest (e.g., patent, copyright, trademark) for healthcare products or services used by or on patients, and/or receipt of royalties from such intellectual property interest.
**Owner, Healthcare Related Company**
Ownership of stocks, stock options or other ownership interest in any private healthcare entity.

Does this entity (1) currently produce, market, sell, re-sell, or distribute healthcare products used by or on patients or (2) has it begun the governmental regulatory approval process for any of its products (e.g., submitted an application for Investigational New Drug or Premarket Approval)? (Yes/No)

**Employee**
Wages or salaries received from (1) any entity researching and developing, producing, marketing, selling, re-selling or distributing health care products used by or on patients; (2) healthcare publications; or (3) other medical associations. Employment in a urology practice or in the US Military does not need to be disclosed.