Simple and specific instructions for accessing and completing the annual faculty COI disclosure in FASIS are included below. More detailed step-by-step instructions for assessing and completing the annual faculty COI disclosure are available here.

If you have questions, please contact Northwestern’s Conflict of Interest Office at nucoi@northwestern.edu or 847.467.4515, or contact your “COI contact” in your School’s Dean’s Office (see below).

Thank you for your cooperation!

* On either PCs or Macs, Internet browsers recommended for best performance are Internet Explorer (version 9 and below), Firefox (any version), and Safari (any version).

Instructions for accessing and completing annual faculty COI disclosure in FASIS

1. Login using your NU netID and password: https://nupa.northwestern.edu/
2. Under “My Role”, select “Conflict of Interest”
3. Click on “COI Disclosure”
4. Review and respond to each question. If you respond “yes” to any question, additional response information will be required
5. Navigate to next question by clicking “Next” at the bottom right of each page
6. On the last page, you will see a summary of your responses and have an opportunity to review and edit your responses
7. Once you have completed your disclosure, click “Sign” and click “Submit”

Key School COI Contacts for Faculty by School

* Bienen School of Music: Rene Machado
* Northwestern University in Qatar: Jeremy Cohen
* McCormick School of Engineering and Applied Science: Joseph Schofer
* Medill School of Journalism, Media, Integrated Marketing Communications: Frank Mulhern and Jack Doppelt
* Weinberg College of Arts and Sciences: Marie Jones