

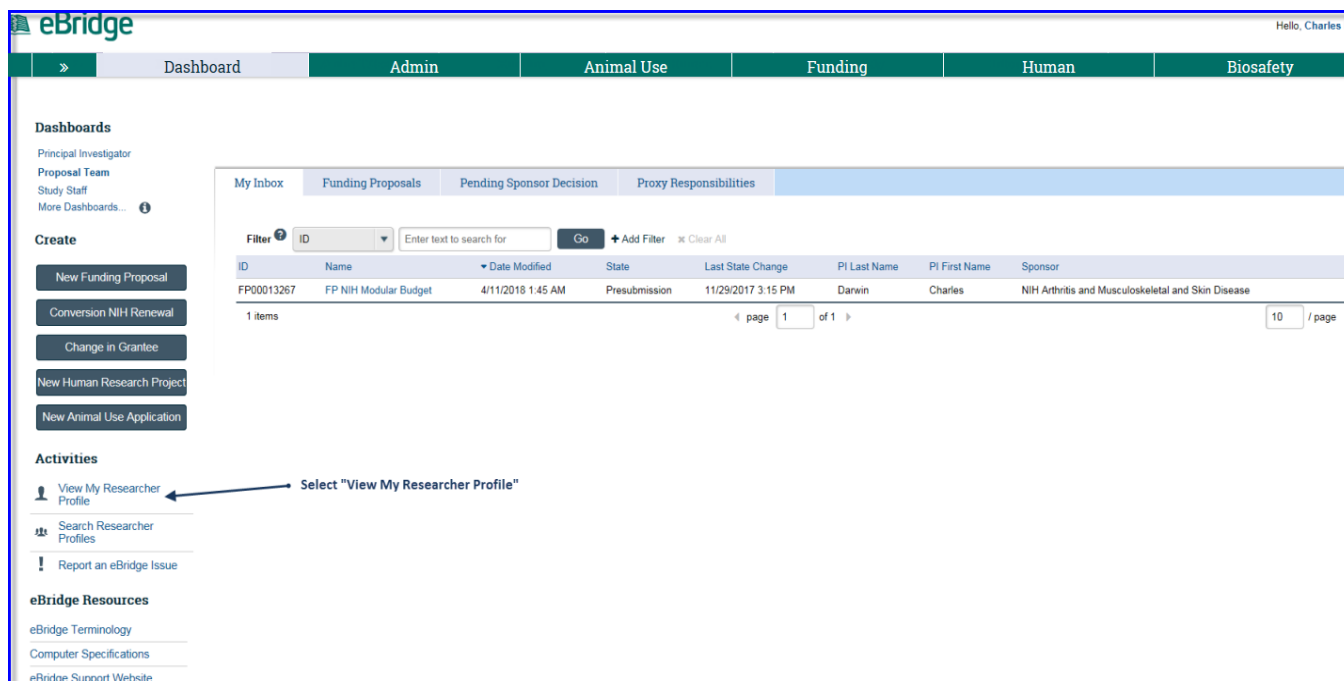
# Instructions to Access and Upload the Completed SFI Form Into eBridge

## A. Access, Complete and Save the SFI Form:

1. Complete the **Significant Financial Interest (SFI) Form**. This form can also be accessed via your eBridge Researcher Profile.  
**Note: Do not complete/upload an SFI Description form if you do not have an SFI to disclose/describe.**
2. Follow the instructions on the SFI Form to complete it. Once completed, save the form to your computer. (From the **Toolbar**, click the **File Tab**, and then select **Save As**). You may wish to rename the Form (e.g. Name, today's date, SFI Form) prior to saving it.
3. Once the completed SFI Form has been saved to your computer, upload it into the Researcher Profile in eBridge. Instructions for uploading the SFI Form to the Researcher Profile are included below.

## B. Upload the SFI Form into the Researcher Profile in eBridge:

1. Log into eBridge.
2. From your personal workspace (Dashboard), select **View My Researcher Profile** from the Activities column on the left side of the screen.



The screenshot shows the eBridge dashboard. The top navigation bar includes 'Dashboard', 'Admin', 'Animal Use', 'Funding', 'Human', and 'Biosafety'. The main content area shows a 'My Inbox' section with tabs for 'Funding Proposals', 'Pending Sponsor Decision', and 'Proxy Responsibilities'. A table lists funding proposals, with one entry: 'FP00013267 | FP NIH Modular Budget | 4/11/2018 1:45 AM | Presubmission | 11/29/2017 3:15 PM | Darwin | Charles | NIH Arthritis and Musculoskeletal and Skin Disease'. On the left sidebar, under 'Activities', the 'View My Researcher Profile' link is highlighted with a blue arrow and the text 'Select "View My Researcher Profile"'. Other sidebar links include 'Search Researcher Profiles' and 'Report an eBridge Issue'. The 'eBridge Resources' section includes 'eBridge Terminology', 'Computer Specifications', and 'eBridge Support Website'.

- From the Activities column on the left side of the screen, select **Upload Significant Financial Interest**.  
**Note:** A popup dialog window opens to upload your Significant Financial Interests document that you have previously completed.

**Active**

RP00015718 Workspace  
Charles Darwin's Profile

**Activities**

- Request Update of Safety Training to be Tracked
- Upload Lab-Specific Employee Orientation Checklist
- Financial Conflicts of Interest in Research Training
- Upload Significant Financial Interest**

**3. Select Activity to Upload Completed SFI Form**

**1. Select Compliance Training Tab**

**2. Select Link to Access SFI Form**

**4. View Uploaded SFI Form**

Animal Training | **Human Research Training** | Compliance Training | Safety Training | Epic Access

FCOIR Training Participant: Yes

Compliance Training Records:

Category	Course Title	Completion Date	Expiration Date
View FCOIR	Financial Conflicts of Interest in Research	11/8/2017	11/8/2021

Significant Financial Interests Document: SFI for Charles Darwin.xlsx(0.01) **4. View Uploaded SFI Form**

- From the Upload Significant Financial Interest popup window, click on the **Upload** button.

Execute "Upload Significant Financial Interest" on RP00015718 - Microsoft Internet Explorer provided by The Medical College ...

**Upload Significant Financial Interest**

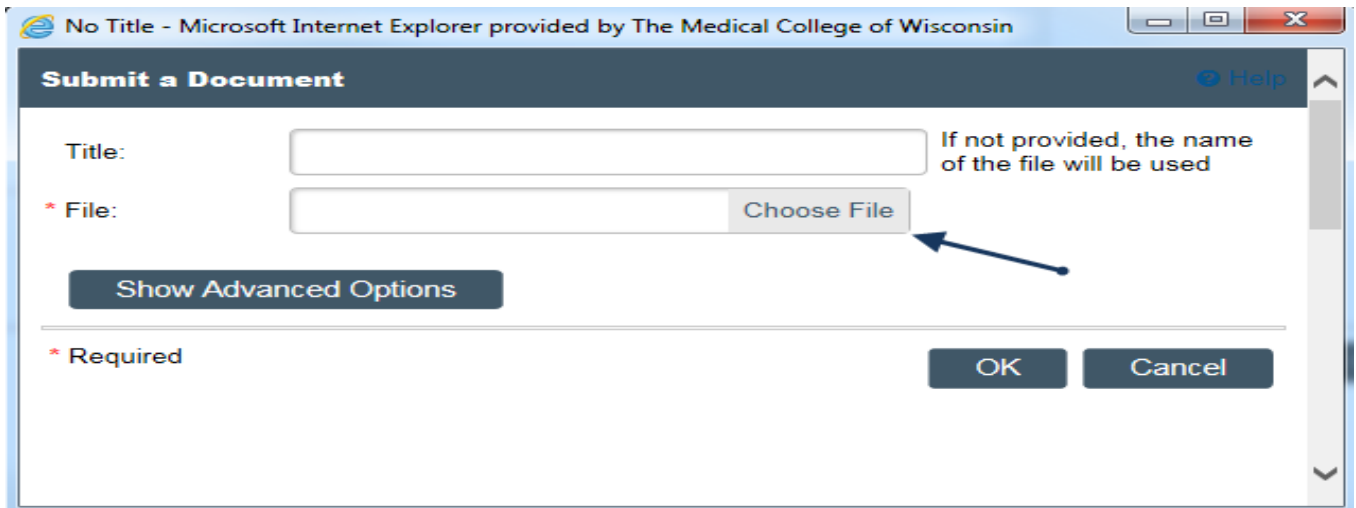
The significant financial interests document should include **ALL CURRENT** significant financial interests.  
**"Do not complete/upload an SFI Description form if you do not have an SFI to disclose/describe."**

**Significant Financial Interests Document:**  
 [None] **Upload**

**Comments:**

OK Cancel

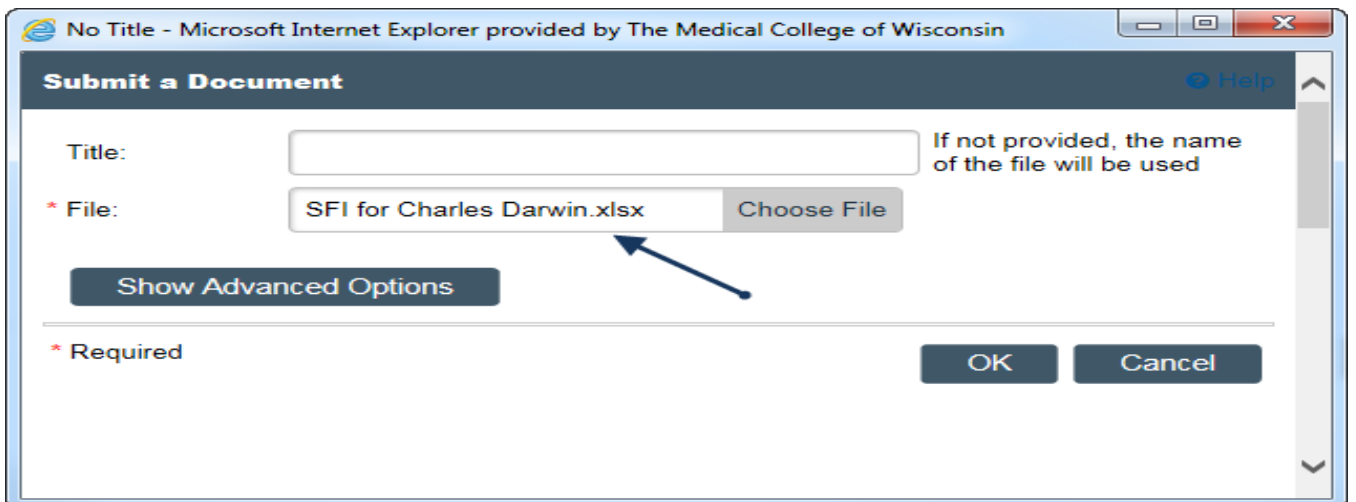
- From the Submit a Document popup dialog window, select the **Choose File** button to navigate to your SFI form you previously saved on your computer.



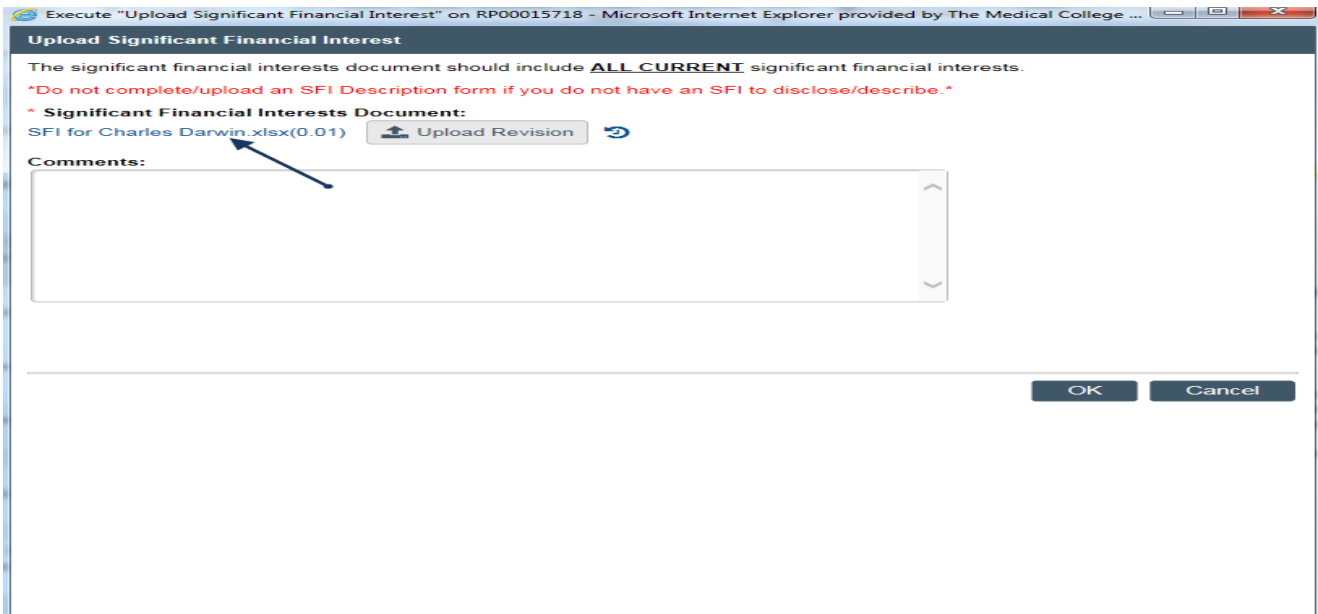
- When you have navigated to your SFI file, select the file and click on the **Open** button.

Name	Date modified	Type	Size
Description of SFI Form-Final 08-29-13	9/4/2013 8:51 AM	Microsoft Excel W...	18 KB
Instructions to Upload the Completed SFI Form into eBridge	9/4/2013 4:08 PM	Microsoft Word D...	331 KB
Instructions to Upload the Completed SFI Form into eBridge	9/4/2013 4:09 PM	Adobe Acrobat Do...	591 KB
MyResearcherProfileLink	9/5/2013 10:41 AM	PNG image	84 KB
ResearcherProfileWorkspace	9/5/2013 11:17 AM	PNG image	74 KB
SFI for Charles Darwin	9/5/2013 11:00 AM	Microsoft Excel W...	18 KB
SubmitADocumentWindowBrowse	9/5/2013 11:24 AM	PNG image	12 KB
UploadSFIPopupWindow	9/5/2013 11:22 AM	PNG image	15 KB

- The file name now appears in the popup dialog box in the File field. Click the **OK** button.



- The file now displays in the Upload Significant Financial Interest popup window. Click the **OK** button.



- Note: The uploaded SFI Form now appears under your **Significant Financial Interests Document** section on the **Compliance Training** tab of your **Researcher Profile**.

