

eCD Discloser Step by Step Instructions

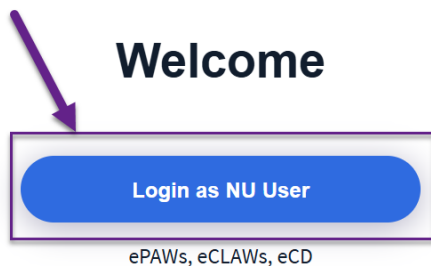
NU-RES Help Center

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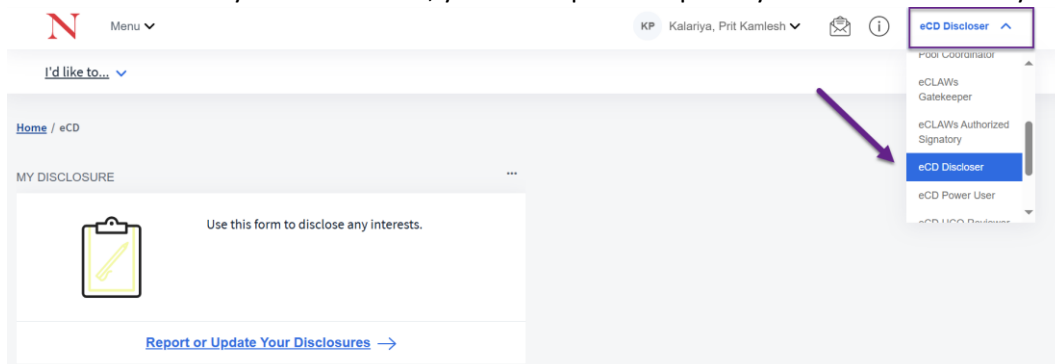
eCD Discloser – Completing the initial Annual Disclosure/Off-Cycle Disclosure

- Log into [eCD](#) with your My Northeastern credentials:

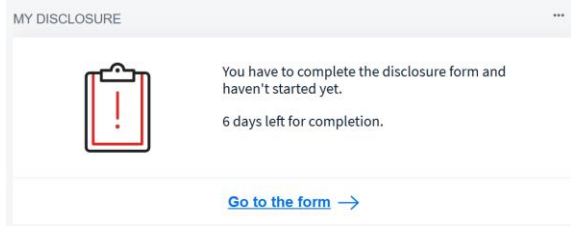


[Sign In](#) or [Sign Up](#) as External User

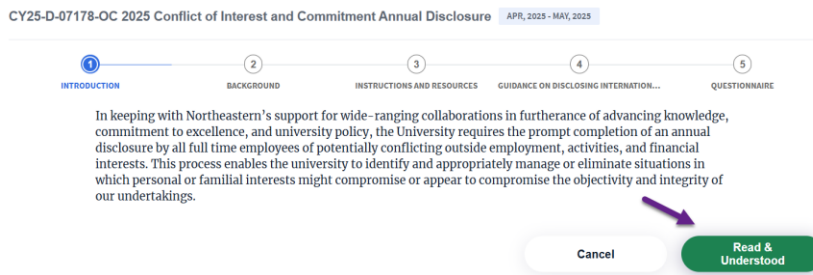
- Upon logging in, select the eCD Discloser role in the upper right corner of the screen;
- When the Annual Cycle is not active, you can Report or Update your Disclosures at any time



- When the Annual Cycle is active, the 'My Disclosures' section; select 'Go to the form' link:



- The conflict of interest and commitment annual disclosure form is presented; read the policy sections and when finished, select the 'Read & Understood' button on the bottom of the page:



- Repeat for each policy section:



- When presented with the questionnaire, enter your responses for each question by selecting the appropriate answer:

1 Are you a full-time faculty member?
☐ Yes ☐ No

2 In the **reporting period**, were you responsible for the design, conduct, or reporting of any extramurally funded research or sponsored research project (proposals or awards)?
☐ Yes ☐ No

3 During the **reporting period**, did you have responsibility for, or a decision-making role in, selecting vendors or purchasing a single product over \$10,000?
☐ Yes ☐ No

4 Are you or a **family member** involved in a business that seeks to conduct or is conducting business with Northeastern University?
☐ Yes ☐ No

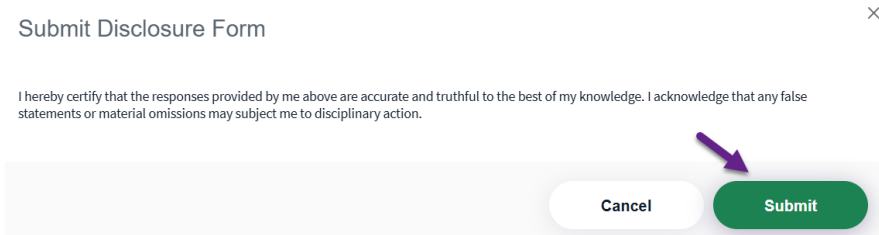
5 During the **reporting period**, did you or a **family member** receive a **gift** or gifts with a cumulative value of \$100 or more from a person or entity that does or is seeking to do business with Northeastern University, or a current or prospective student, parent, guardian or any third party on behalf of the student who is seeking some benefit from the University?
☐ Yes ☐ No

6 During the reporting period, did you engage in **outside professional** activities that should be disclosed under the university's Policy on Conflict of Interest and Commitment? If yes, please list the name(s) of the entity/entities, the description of the work performed.
☐ Yes ☐ No

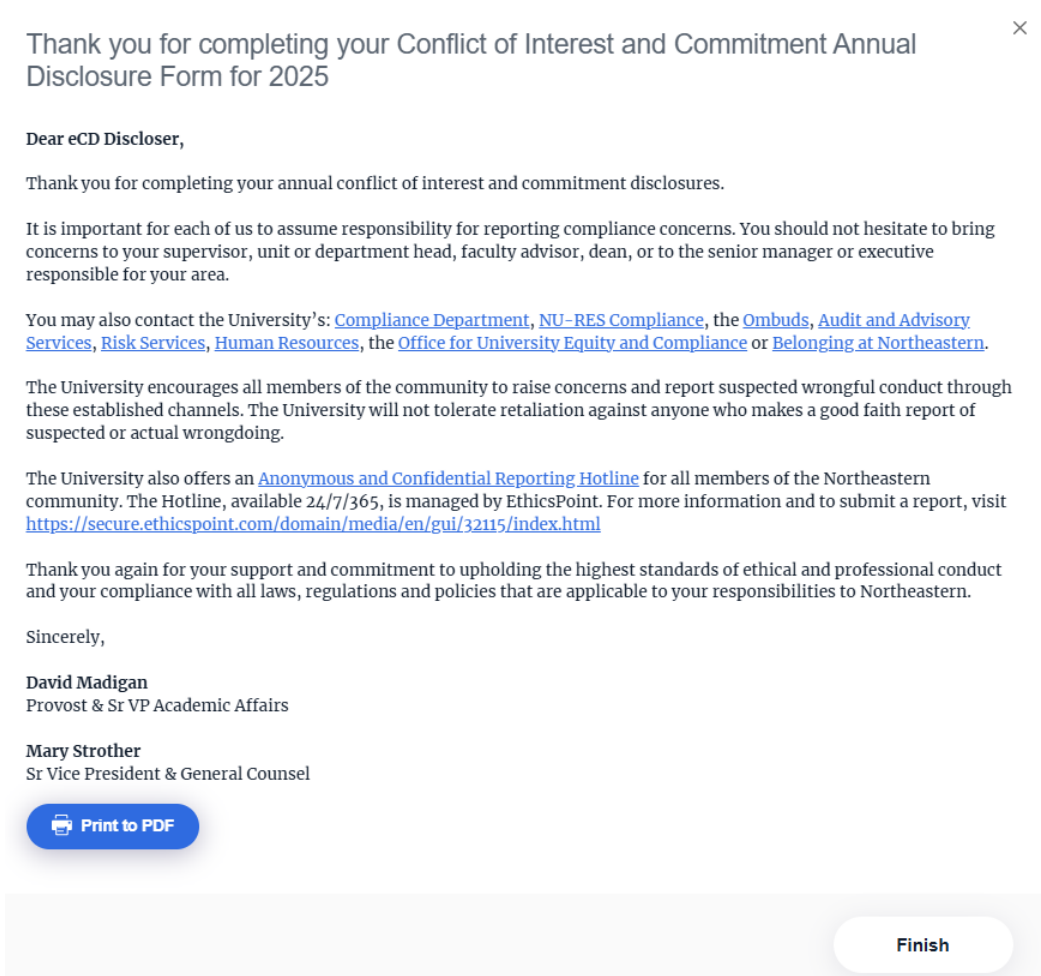
- When finished, select the 'Submit' button to submit your form. Or use 'Back' button to navigate to previous page or 'Save' button to save the information and stay on the same page:



- Upon Submit, certify to the statement by selecting "Submit" on the certification pop-up:



- Upon 'Submit,' you will see the "Thank you for completing your Conflict of Interest and Commitment Annual Disclosure Form" notification:



- Optional: Scroll down the window and print out the form:

Thank you for completing your Conflict of Interest and Commitment Annual Disclosure Form for 2025 ×

Dear eCD Discloser,

Thank you for completing your annual conflict of interest and commitment disclosures.

It is important for each of us to assume responsibility for reporting compliance concerns. You should not hesitate to bring concerns to your supervisor, unit or department head, faculty advisor, dean, or to the senior manager or executive responsible for your area.

You may also contact the University's: [Compliance Department](#), [NU-RES Compliance](#), the [Ombuds, Audit and Advisory Services](#), [Risk Services](#), [Human Resources](#), the [Office for University Equity and Compliance](#) or [Belonging at Northeastern](#).

The University encourages all members of the community to raise concerns and report suspected wrongful conduct through these established channels. The University will not tolerate retaliation against anyone who makes a good faith report of suspected or actual wrongdoing.

The University also offers an [Anonymous and Confidential Reporting Hotline](#) for all members of the Northeastern community. The Hotline, available 24/7/365, is managed by EthicsPoint. For more information and to submit a report, visit <https://secure.ethicspoint.com/domain/media/en/gui/32115/index.html>

Thank you again for your support and commitment to upholding the highest standards of ethical and professional conduct and your compliance with all laws, regulations and policies that are applicable to your responsibilities to Northeastern.

Sincerely,

David Madigan
Provost & Sr VP Academic Affairs

Mary Strother
Sr Vice President & General Counsel

 **Print to PDF**

Finish

- Select the “Finish” button or the (X) in the upper right-hand corner of the screen to complete your disclosure.

Thank you for completing your Conflict of Interest and Commitment Annual Disclosure Form for 2025 ×

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Sincerely,

David Madigan
Provost & Sr VP Academic Affairs

Mary Strother
Sr Vice President & General Counsel

 **Print to PDF**

Finish

eCD Discloser – Updating the Annual Disclosure

To Amend your Disclosure please follow the steps below:

- Log into [eCD](#) with your My Northeastern credentials. Upon logging in select eCD Disclosure role on the top right-hand corner.
- 1. If your latest disclosure has been reviewed/completed by the University Compliance Office, then from the “I’d like to...” menu, select “Amend my (year) Latest Disclosure Form.”

The screenshot shows the eCD Discloser dashboard. At the top right, there is a dropdown menu labeled "eCD Discloser". Below it, a sidebar menu titled "I'd like to..." contains several options. The option "Amend my 2025 Latest Disclosure Form" is highlighted with a red box and a red arrow. Other options include "Discuss a potential interest", "Instructions", "GENERAL", "Request Help", "Request a Data Correction", "Request a Role", "LEARN MORE", "eCLAWs", "ePAWs", and "eCD".

- Select the pencil/ Amend icon to make your changes:

CY25-D-07178--A1 2025 Conflict of Interest and Commitment Annual Disclosure APR, 2025 - MAY, 2025

INTRODUCTION BACKGROUND INSTRUCTIONS AND RESOURCES GUIDANCE ON DISCLOSING INTERNATIONAL EN... QUESTIONNAIRE

NO CHANGE

1 Are you a full-time faculty member?

☐ Yes ☒ No

AMEND

NO CHANGE

2 In the reporting period, were you responsible for the design, conduct, or reporting of any extramurally funded research or sponsored research project (proposals or awards)?

☐ Yes ☒ No

AMEND

NO CHANGE

3 During the reporting period, did you have responsibility for, or a decision-making role in, selecting vendors or purchasing a single product over \$10,000?

☐ Yes ☒ No

AMEND

- Select the questions that you would like to amend (i.e. change yes/no):

AMENDED

3 During the **reporting period**, did you have responsibility for, or a decision-making role in, selecting vendors or purchasing a single product over \$10,000?

☐ Yes ☒ No

 [AMEND](#)

- Select submit after questions have been amended:

Submit Disclosure Form ×

I hereby certify that the responses provided by me above are accurate and truthful to the best of my knowledge. I acknowledge that any false statements or material omissions may subject me to disciplinary action.

 **Cancel** **Submit**

- If you would like to Print your disclosure, select the “Print to PDF” button; otherwise, select Finish:

Thank you for completing your Conflict of Interest and Commitment Annual Disclosure Form for 2025 ×

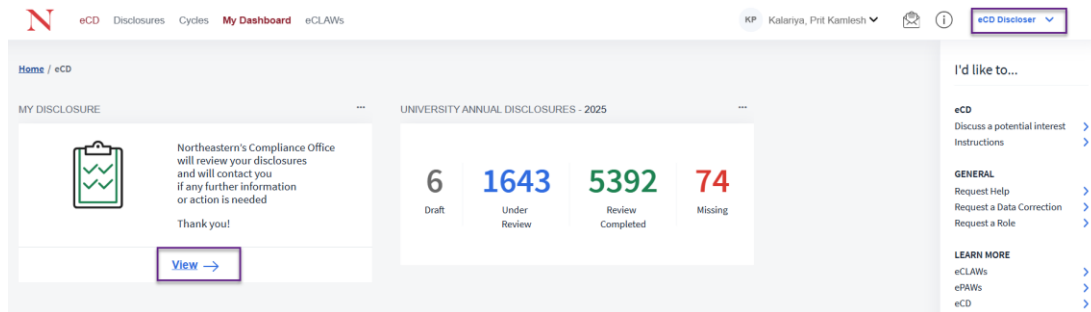
Dear eCD Discloser,

David Madigan
Provost & Sr VP Academic Affairs

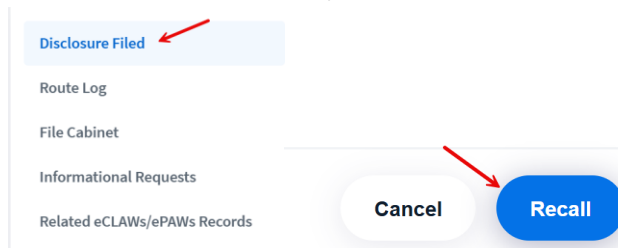
Mary Strother
Sr Vice President & General Counsel

 **Print to PDF**  **Finish**

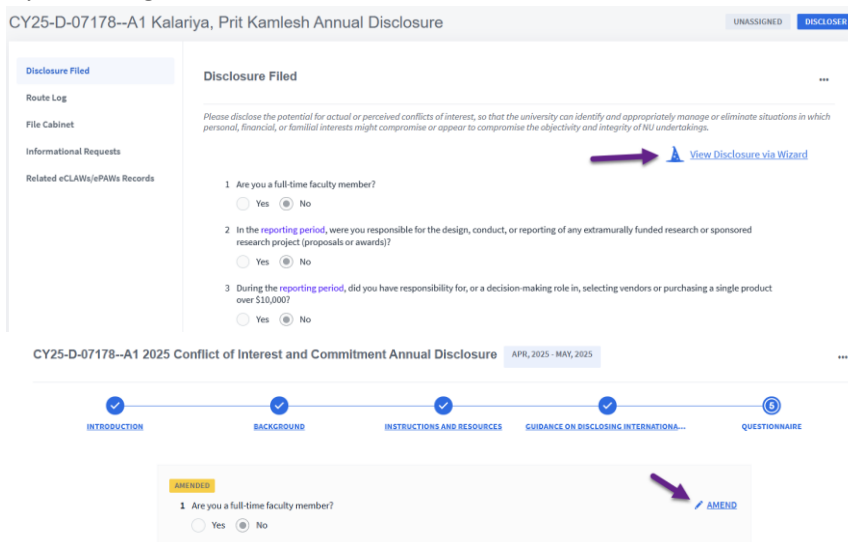
2. If your latest disclosure has NOT yet been reviewed/completed by the University Compliance Office, then “View” your disclosure, and navigate to the disclosure wizard:
- In the widget ‘My Annual Disclosure,’ select View:



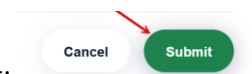
- On the Disclosure Filed tab, select “Recall:”



- Once recalled to your stop, select “View Disclosure via Wizard;” select the pencil/ Amend icon to make your changes:



- Select the questions that you would like to amend, and resubmit:



eCD Discloser – Completing the Annual Disclosure in subsequent years

If the user disclosed in the previous cycle year, answers to the same questions will be brought forward to the new cycle, with the exception of the attestation on reviewing the related NU policies. Answers from a cycle before the previous cycle will not be brought forward; new questions will not have answers.

For help with the eCD application, please contact the [NU-RES Help Center](#).

For Research business process related questions, please contact NU-RES@northeastern.edu.

For compliance related questions, please contact Compliance@northeastern.edu.

Version 3 - 09/24/2025