Instructions For a Proxy in Huron

Office of Export Controls, Conflict of Interest, and Responsible Conduct of Research
Division of Research
What a Proxy can do:

• View the Disclosure Profile Workspace
• Edit the Entity Disclosure Information
• Assign and remove proxies for the disclosure
• Notify the discloser when the proxy completed the updates
What a Proxy cannot do:

• Certify/Submit the Disclosure Profile Update
• Respond to clarification requests
• Review and accept management plans
• Review and certify training
Complete the Proxy Update

If you are assigned as a Proxy, follow these steps:

1.) Log in the Huron system using **SSO**.

2.) Under the **COI** tab, click the link for the specific Disclosure Profile for which you want to complete the proxy update.

3.) If the discloser has something to disclose, click on **EDIT DISCLOSURE PROFILE** and enter the related information.
Complete the Proxy Update (Continued)

4.) After you have entered all relevant information, or if the discloser does not have anything to disclose, click **COMPLETE PROXY UPDATE**.

5.) If required, enter comments and upload supporting documents.

6.) Click **OK**.

7.) The discloser receives an email notification that the proxy has completed the updates. The **discloser** needs to review the updates done by the proxy and then complete and submit the disclosure profile update.
Complete the Proxy Update (Continued)

- NOTE: The proxy details appear in the **History** tab of the disclosure profile. Just below the state of the disclosure profile, the discloser can see the date on which proxy completed the latest update.