NC STATE

COI/COC

Research Enterprise Data System (RED)

go.ncsu.edu/red-system-training

SCOI/COC Entity Lookup Process

This guide assists with looking up and, as needed, requesting a new entity to successfully submit a Financial Interest disclosure or External Professional Activities (EPA) request form in RED. For questions regarding if you need to submit a Financial Interest disclosure or EPA request, contact COI-Support@ncsu.edu.

To reduce potential delays, look up entities you're associated with to ensure they're listed in the RED Entity Information database before starting a form in RED.

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Entity Lookup and Request Process

Searching for an Entity

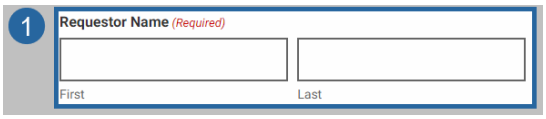
1. **Enter** the name of an entity in the Entity *Name* field of the RED Entity Information database.
   Note*: Search for the parent name i.e. — not a subsidiary; for example, use Pfizer Inc. instead of Pfizer Pharmaceuticals or Pfizer Company.*



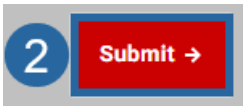
If the entity is in the database, proceed with your Financial Interest disclosure or EPA request in RED. If you do not find the entity, continue to the next section.

Requesting a New Entity

If an entity with which you have an association is not currently in the RED Entities Information database, use the RED External Entity Request Form and follow the steps below.



1. **Respond** to questions in the *RED External Entity Request Form*.



2. **Click** *Submit* at the bottom of the form.

- Notifications will be sent via email when a request is complete.

Guide: Working with a Financial Interest Disclosure

Guide: Creating an External Professional Activities (EPA) Request