

## Disclosure of Significant Financial Interest Instructions

To make changes to disclosures WITH significant financial interests

### Step 1: Modify/Recertify

When you log into your financial disclosure, click on the Modify/Recertify button at the top of your disclosure to be able to re-certify your disclosure. This will allow you to make changes to your disclosure

#### UA Disclosure of Significant Financial Interest

My Disclosure	
<b>View Submitted Disclosure</b>	
Disclosure Options:   <a href="#">Modify / Recertify Disclosure</a>     <a href="#">View Summary</a>     <a href="#">Expand All</a>   	
<b>Reporter:</b>	
Tugade, Victoria Ryan	EMPLID:
Officer, Conflict of Interest	Affiliation: Staff
VP for Research Office	Status: A
<a href="mailto:gibbinsv@email.arizona.edu">gibbinsv@email.arizona.edu</a>	Phone: (520) 626-8266

### Step 2: Training

Complete your conflict of interest training.

If you have already completed training, the training checkbox will already be checked and your disclosure will state "Training Certified" and provide the date you completed your training on the right side of the Conflict of Interest Training box.

**Conflict of Interest Training: use this section to complete your required training**

Please review the presentation provided below. After reviewing the training material provided, please complete the certification for this section of your disclosure.

 [Open Conflict of Interest Training module](#)

certify that I have reviewed the provided training material, in accordance with the University's conflict of interest training requirements.

*Please note:* if you check this box, you are certifying that you have reviewed the provided training material in its entirety and as such, have completed the University's conflict of interest training requirement. You must complete the training in order to certify and submit your full disclosure.

Training Certified 07/14/2014

If you have not yet completed training the statement on the right side of the training box will state "Training not yet Certified." Please launch the conflict of interest training module and, after you have reviewed the module in its entirety, please check the certification box to certify that you have reviewed the training materials and completed your training requirement.

**Conflict of Interest Training: use this section to complete your required training**

Please review the presentation provided below. After reviewing the training material provided, please complete the certification for this section of your disclosure.

 [Open Conflict of Interest Training module](#)

I certify that I have reviewed the provided training material, in accordance with the University's conflict of interest training requirements.

*Please note:* if you check this box, you are certifying that you have reviewed the provided training material in its entirety and as such, have completed the University's conflict of interest training requirement. You must complete the training in order to certify and submit your full disclosure.

If you have already taken the training and your disclosure does not reflect your completed training, please contact the COI Office 520-626-7879

Training not yet Certified

### Step 3: Financial Entities

To edit an existing financial entity select the Edit box next to that financial entity. (NOTE: if a financial entity is no longer active, you can set it to Inactive while in edit mode by selecting the “Inactive” option from the drop down in the “Status” section).

To add a new financial entity select the + symbol to the left of “Add Financial Entity”

**Financial Entities: Use this section to report Financial Entity information**

"Financial Entities" in this form means "significant financial interests" (for the previous 12-month period) as defined in the University's policy on Investigator Conflict of Interest in Research [Show definition of Significant Financial Interests](#)

Edit	View	Name	Type	Status
		Entity Test 1	Small Business	Active

 Add Financial Entity

### Step 4: Proposals/Awards

To edit an existing project select the Edit box next to the project you wish to edit.

To add a project, please e-mail the COI office with your project information. We can link the project to your disclosure using UAccess Research data. This will save you the time of having to type in the basic project identifying information.

- You can add the proposal or award yourself by selecting the + symbol to the left of the “Add Award/Proposal” statement.

**Proposal/Award: Use this section to enter Proposal and/or Award information, including non-competing continuation awards and new proposals**

Edit	View	Project	Relatedness
		<b>Test Proposal 1: R01CA3369951</b> Start Date: 07/01/2014   End Date: 06/30/2016 Project Type: Proposal: New   Project Role: PD/PI Sponsor Name: NIH   Funding Amnt: \$0.00	<b>Set as Not Required</b> Entity Test 1   Unrelated

 Add Award/Proposal

### Step 5: Non-Sponsored

To edit an existing non-sponsored project select the Edit box next to the project you wish to edit.

To add a non-sponsored project select the + symbol to the left of “Add Non-Sponsored (Un-sponsored Activity)”.

**Non-Sponsored (Un-sponsored Activity): Use this section to enter Non-Sponsored activity information**

Edit	View	Project	Relatedness
		<b>Test non-sponsored project 1</b> Start Date: 07/01/2014   End Date: 06/30/2018   Project Role: PD/PI	Entity Test 1   Unrelated

 Add Non-Sponsored (Un-sponsored Activity)

### Step 6: Institutional Review Board (IRB)

To edit an existing IRB protocol select the edit box next to the project you wish to edit.

To add a non-sponsored project select the + symbol to the left of “Add IRB Protocol”.

**Institutional Review Board (IRB Protocol: Use this section to enter IRB Protocol activity information**

Edit	View	IRB Protocol	Relatedness
		<b>Testing product B</b> Project Number: Not yet applied   Lead Investigator: IRB Test 1	Entity Test 1   Unrelated

 Add IRB Protocol

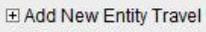
### Step 7: Travel Disclosure

If you were not funded by PHS when you previously disclosed but have now received PHS funding, please change the answer to Yes in the travel section and complete the travel questionnaire.

**Travel Disclosure: Use this section to enter Public Health Service (PHS) Investigator travel information**

Are you a PHS funded Investigator?

Yes  No 

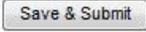


### Step 8: Certification

Once you have certified that you have no changes to your financial entities, check the box in the Certification section and click on Save & Submit.

**Certification**

I certify under penalty of perjury under the laws of the State of Arizona that I have used all reasonable diligence in preparing this statement and that it is true and complete to the best of my knowledge. (as defined in the University's [Policy on Investigators Conflict of Interest in Research](#)) 

If you have issues re-certifying, please call our office at 520-626-7879.