Disclosure of Significant Financial Interests Instructions

For Investigators WITH significant financial interests to disclose.

**Step 1: Basic Information**
Review your “Reporter” information at the top of the screen. This information is populated from your HR record. If any of the information is incorrect, please contact your department’s hiring manager to have the information corrected.

**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.

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.
Step 3: Financial Entities
Select the + symbol to add a financial entity.

The financial entity console will appear. Please fill in all of the information relating to your financial entity. NOTE: There are help guides in the disclosure system to provide guidance while filling out the disclosure.
Step 3: Proposals and Awards
Once you add an SFI to your disclosure the system will pull any proposals and awards that you are named on from UAccess Research.

- If you have projects that are not populated, please contact the COI office so that we can add the projects for you.
- If you have proposals or awards in your disclosure that should not be there (e.g., you are not on that project, the proposal was not funded, etc.) please use the “Set as not required” option for that project. Please note that the COI office will review this designation and may contact you if there is an issue with the project.

Complete the questionnaire for each project in your disclosure.
Step 5: Non-Sponsored (Unsponsored Activity)

Use this section to add any research projects you are working that are not processed through Sponsored Projects Services.

Non-Sponsored (Unsponsored Activity): Use this section to enter Non-Sponsored activity information

- No Non-Sponsored (Unsponsored Activity) added

- Add Non-Sponsored (Unsponsored Activity)

Select the + symbol to add a non-sponsored research project

Fill in the requested project information for this section:

<table>
<thead>
<tr>
<th>Project Title</th>
<th>*Project Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sponsor Name</td>
<td>Sponsor Type</td>
</tr>
<tr>
<td>Sponsor Award Number</td>
<td>Project Start Date</td>
</tr>
<tr>
<td>Prime Sponsor Name</td>
<td>Project End Date</td>
</tr>
<tr>
<td>Prime Sponsor Number</td>
<td></td>
</tr>
<tr>
<td>Project Funding Amount</td>
<td>SBR/STTR (Phase I)</td>
</tr>
</tbody>
</table>

Questionnaire:

- What is your role in the research to be conducted on behalf of the UA?

Select your role on the project from the drop down options

Provide a detailed description of your activities related to the UA research:

Use this section to provide details about the activities you will be performing on the project.
Step 6: IRB Protocols

Use this section to add your IRB protocols.

NOTE: if you have entered the protocol information as part of a proposal or award in the Award/Proposal section, you do not need to re-enter it in this section.
fill in the IRB protocol information

**IRB:**
- Protocol Lead Investigator: (Last, First M)
- IRB Project Number
- *Project Title
- Sponsor Name

**Questionnaire:**
- What is your role in the research to be conducted on behalf of the UA? [Show Investigator Definition] 
  - select your role on the project from the drop down options

Use this section to provide details about the activities you will be performing on the project.

- Does the research to be conducted on behalf of the UA involve the testing of any drugs, devices, assays, biologics, software, equipment, products, procedures, materials or other technology belonging to, or with significant financial impact on, your significant financial interest?
  - [ ] Yes
  - [ ] No

Select the appropriate answer. Note: an additional questionnaire may appear depending on response here.

- Provide the IRB approval number: (you can enter "Not yet applied" for this field)

- Provide a copy of the IRB application if IRB review is still pending

- Are you involved in the recruitment, selection, referral, care, and/or consenting of the human subjects participating in the study?
  - [ ] Yes
  - [ ] No

Select the appropriate answer for each of the next four questions.

- Does the subject content form include a disclosure of your personal financial interest?
  - [ ] Yes
  - [ ] No

Note: your response may prompt additional questions to appear.

- Is this clinical research?
  - [ ] Yes
  - [ ] No

- Will any UA students, postdoctoral fellows, or other trainees participate in the design, conduct, or reporting of this research?
  - [ ] Yes
  - [ ] No

Select the box for any statement that applies to your financial interest’s realtedness to this research project. You can select all that apply or "None of these...

- Relatedness: please select all that apply to the relationship between the entity and the project.

**Entity Name:**

- [ ] Entity is sponsoring/supporting the research.
- [ ] Entity owns or licenses the products/technologies being evaluated, studied, or utilized.
- [ ] Research involves Intellectual Property (IP) invented or developed by you.
- [ ] Research is designed to support new investigations or applications of IP invented by you.
- [ ] Products/technologies/activities of the entity are related to the subject of the research.
- [ ] Research results could affect the value of the entity or related interest.
- [ ] None of these options are applicable.

**Attachments:**
- [ ] Upload PDF

Optional: upload any information about the entity

Save and return to SFI disclosure when complete.
Step 7: Public Health Service (PHS) Travel Disclosure

If you do not receive any funding from PHS select NO

If you receive any funding from PHS select YES

When you select Yes, a second question will appear, asking if you have any travel to report.

If you do not have travel to report select NO and then select the “Save and return to SFI disclosure” button.

If you do have travel to report, select YES

The box will expand to include a travel disclosure questionnaire. You will need to add a financial entity to your disclosure for this section. When creating the financial entity for the purposes of creating a travel disclosure, please be sure to select “PHS Travel Only” in the “Status Code” option. This will populate the entity information for your travel disclosure and nothing else.
Step 8: Submit
After completing all of the required sections, check the box to certify your disclosure and click on Save & Submit.

If you have any trouble or need any assistance while completing your disclosure please contact the COI Office 520-626-7879.