Disclosure of Significant Financial Interest Instructions

To add a SFI when your disclosure has NO 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**

[Table]

**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

If you have no changes to make, simply check the box indicating that you have no changes.

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 4: 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

**Questionnaire:**
*What is your role in the research to be conducted on behalf of the UAA?*

- select your role on the project from the drop down options

Provide a detailed description of your activities related to the UAA 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.
**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

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

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

Provide the IRB approval number. (you can enter 'Not yet applied' for this field)

If you have an IRB approval enter it here. If you have already applied for IRB, attach the application where indicated.

Are you involved in the recruitment, selection, referral, care, and/or consenting of the human subjects participating in the study?

- [ ] Yes
- [ ] No

Does the subject consent form include a disclosure of your personal financial interest?

- [ ] Yes
- [ ] No

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

**Entity Name**

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

- [ ] 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 indications 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 SPI disclosure when complete.
Step 7: Public Health Service (PHS) Travel Disclosure

If you do **not** receive any funding from PHS select NO

If you do 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.