



From the Research Office – Conflict of Interest Certification

SUNY PACS Conflict of Interest

The following memo outlines information for Submitting an Annual Financial Disclosure vs. Research Certification

What's the difference between Annual Disclosure and Research Certification?

- An annual financial disclosure is submitted once a year through the COI module of PACS
- The annual disclosure should be updated whenever you have a change to the one on file
- Failure to submit your annual disclosure or complete the research certification will result in a delay in award establishment

1. Annual Financial Disclosure

- An annual financial disclosure is to be submitted each year.
- Even if you have no outside organizations or companies with which you or an immediate family member have a financial relationship you still need to complete the annual disclosure.
- If there are any changes during the year, you should disclose any Financial Interests of you and your immediate family member within 30 days of acquiring or discovering the interest, by updating the financial disclosure in PACS.
- You may be asked to provide additional information as your Disclosure Certification is reviewed.
- If a management plan is required, your agreement to the plan must be documented prior to any funding being released. If a Management Plan is in place, you are responsible for all its terms, conditions and actions.

2. Submitting an Annual Disclosure in PACS

- You will receive a notification from the system (COI@esf.edu). That notification and every subsequent one sent will provide you with a link that will prompt you to login and will take you to your annual disclosure to select and submit.

From the Research Office – Conflict of Interest Certification

- If you delete or do not receive the email notification to submit your annual disclosure, please go to the following website: <http://www.rfsuny.org> log into the Portal using your sign on credentials.
- Once logged in, if you click the COI tab at the top, your annual disclosure will be located here. See screen shot below.

University at Buffalo The State University of New York

Patricia Rybij | My Inbox | Logoff

Agreements **COI** Grants IACUC IRB Safety

Page for PATRICIA RYBIJ Components

Links by Solution

- Agreements
- COI**
- Grants
- IACUC
- IRB
- Safety

Compliance Tasks SPO Tasks

My Inbox

Filter by ID [dropdown] Go Clear Advanced

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Campus: 030 University at Buffalo University at Buffalo The State University of New York Any technical difficulties please email support@research.buffalo.edu. Compliance_Release68ALL (Mon Mar 20 18:53:45 EDT 2017!)

University at Buffalo The State University of New York

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Agreements **COI** Grants IACUC IRB Safety

COI

COI

COI Meetings

COI Reports

Edit My Certification

Create Team Certifications

Create Res. Certifications

All Certifications Administrative Review Under Management Plan

Filter by Last Name [dropdown] rybij Go Clear Advanced

ID	Name	First Name	Last Name	Type	Status
DC00000262	Annual Disclosure Certification for Patricia Rybij 2016	Patricia	Rybij	Annual Certification	Draft

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From the Research Office – Conflict of Interest Certification

- Select your Annual Disclosure Certification and select “edit” to begin.
- Answer all questions on the Smart Form pages and continue.
- When done, select “finish” and make sure you select “Submit Disclosure” on the left side to complete the process. See below.

You Are Here: Annual Disclosure Certificatio... Edit: Disclosure Certification - DC00000055

<< Back Save | Exit | Hide/Show Errors | Print... | Jump To: Assurance and Certification - Finish

Annual Certification for Rebecca Simms (pi)(030) : Assurance and Certification

- I hereby acknowledge that I have read and understand the Financial Conflicts of Interest Policy.
- I affirm that the information provided is to the best of my knowledge true and complete and does not misstate any facts.
- I will provide any additional information as requested by my campus.
- I agree to cooperate in the development of any needed *Management Plan* as required per the Federal Regulations to manage, reduce, or eliminate existing conflicts of interest or obligations related to my research. I agree to comply with the terms and conditions contained in any *Management Plan*.

Disclosures Under Review:		
Organization	Disclosure Type(s)	Total Value
General Atomics Electronics Systems Inc	Equity (shares / options / private ownership) in external company	\$25,000.00

Reviewed Disclosures:		
Organization	Disclosure Type(s)	Total Value
There are no items to display		

*****BEFORE YOU FINISH*****

To save your disclosure certification for completion at a later time: DO NOT check the confirmation box and click "Finish"

To finalize and submit your disclosure certification for review: DO check the confirmation box and click "Finish"

My disclosures are up-to-date and accurate and I confirm that I understand and agree with the above statements.

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Home Courses Agreements **COI** Facilities Grants IACUC IRB Safety Rebecca Simms (pi)(030) | My Inbox | Logoff

COI Submissions > Annual Disclosure Certification for Rebecca Simms (pi)(030) 2017 Components

Draft Type: Annual Certification | ID# DC00000055 Discloser: **Rebecca Simms (pi)(030)** | Phone: 716-645-5000

My Current Actions

Edit

Printer Version

Submit Disclosures

Log Comment

My Disclosures

Meetings

Reports

COI Discloser Quick Reference

COI Advanced Reports Reference

COI QuickStart Guide

Disclosures History

Notes to Discloser

This institution is committed to ensuring its faculty an open and productive environment in which to conduct teaching, patient care, and research. The institution's concern for conflict of interest reflects the ever-increasing complexity of our society, our various relations with each other and with outside institutions, along with the heightened national and governmental sensitivity to such matters.

Principal investigators should ensure that any staff, students, or other employees who participate in the design, conduct, or reporting of research, complete a COI disclosure form. Additionally, anyone engaged in any sponsored program, whether or not involving research, must complete an annual disclosure form. Disclosures must also be updated during the year whenever interests change.

To prepare for completing this form, you may want to collect the following documents:

- any consulting agreements you have signed this year
- receipts from travel paid by outside companies
- any stock option agreements
- your stock portfolio summary
- your IRS 1040 and/or 1099 forms.

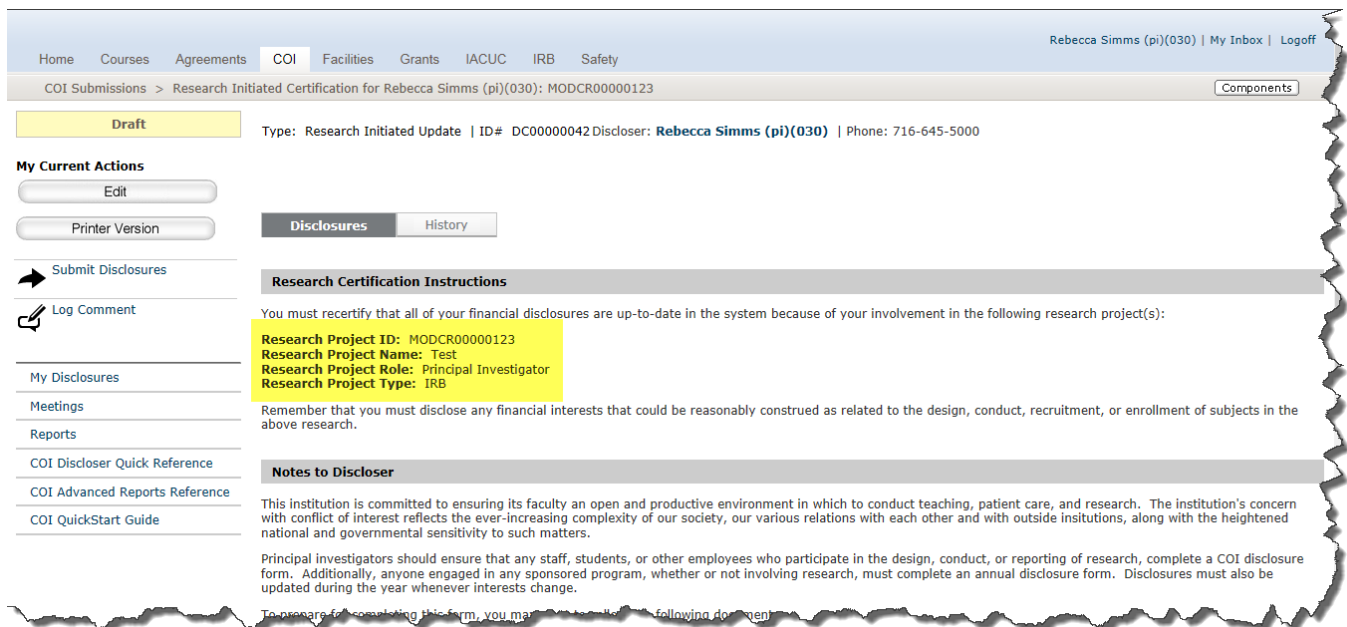
To get started: Click on the "Edit" button to the left, under "My Current Actions".

My Disclosures			
Organization	Publicly Traded?	Relationships Disclosure Types	Significant? Total

From the Research Office – Conflict of Interest Certification

2. Research Certifications

- A research certification is a proposal/award specific way to either update your annual disclosure or certify that no changes need to be made to your annual.
- Upon notification of an award, if the annual disclosure needs to be updated, a research certification is created.
- You will receive a system generated email with a link to the research certification. Should you not receive the email or it gets deleted, follow the link above and hit the COI tab at the top, it will be in your inbox.
- The research certification will include the proposal or award number as well as the project name, your role and project type.



Home Courses Agreements **COI** Facilities Grants IACUC IRB Safety Rebecca Simms (pi)(030) | My Inbox | Logoff

COI Submissions > Research Initiated Certification for Rebecca Simms (pi)(030): MODCR00000123 Components

Draft Type: Research Initiated Update | ID# DC00000042 Discloser: **Rebecca Simms (pi)(030)** | Phone: 716-645-5000

My Current Actions

Edit

Printer Version

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COI Discloser Quick Reference

COI Advanced Reports Reference

COI QuickStart Guide

Research Certification Instructions

You must recertify that all of your financial disclosures are up-to-date in the system because of your involvement in the following research project(s):

Research Project ID: MODCR00000123
Research Project Name: Test
Research Project Role: Principal Investigator
Research Project Type: IRB

Remember that you must disclose any financial interests that could be reasonably construed as related to the design, conduct, recruitment, or enrollment of subjects in the above research.

Notes to Discloser

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Principal investigators should ensure that any staff, students, or other employees who participate in the design, conduct, or reporting of research, complete a COI disclosure form. Additionally, anyone engaged in any sponsored program, whether or not involving research, must complete an annual disclosure form. Disclosures must also be updated during the year whenever interests change.

To prepare for completing this form, you may want to review the following document:

- Select the “edit” button and continue through the Smart Form pages to review the information that was populated from your annual. Should you need to make any changes, you can do so now. If your disclosure is accurate and up to date finalize and submit your disclosure.

From the Research Office – Conflict of Interest Certification

You Are Here: Research Initiated Certificati... Edit: Disclosure Certification - DC00000042

<< Back Save | Exit | Hide/Show Errors | Print... | Jump To: Assurance and Certification Finish

Research Initiated Update for Rebecca Simms (pi)(030) : Assurance and Certification

- I hereby acknowledge that I have read and understand the Financial Conflicts of Interest Policy.
- I affirm that the information provided is to the best of my knowledge true and complete and does not misstate any facts.
- I will provide any additional information as requested by my campus.
- I agree to cooperate in the development of any needed *Management Plan* as required per the Federal Regulations to manage, reduce, or eliminate existing conflicts of interest or obligations related to my research. I agree to comply with the terms and conditions contained in any *Management Plan*.

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