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.
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.

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:

- General Atomics Electronics Systems Inc
  - Equity (shares / options / private ownership) in external company
  - Total Value: $25,000.00

Reviewed Disclosures:

- 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.
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.

- 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

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

- I hereby acknowledge that I have read and understand the Financial Conflict 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: General Atomics Electronics Systems Inc
- Disclosure Type(s): Equity (shares / options / private ownership) in external company
- Total Value: $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.