

## Disclosure of Significant Financial Interests Instructions

For Investigators with NO 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.

UA Disclosure of Significant Fi...  
https://uavpr.arizona.edu/COI/index.php?v\_m\_su\_d=0

### UA Disclosure of Significant Financial Interest

My Disclosure |

#### Disclosure of Significant Financial Interest

Reporter:	
Tugade, Victoria Ryan	EMPLID: [REDACTED]
Officer, Conflict of Interest	Affiliation: Staff
VP for Research Office	Status: A
<a href="mailto:qibbinsv@email.arizona.edu">qibbinsv@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](#)

*Training Certified 07/14/2014*

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 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](#)

*Training not yet Certified*

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

### Step 3: Financial Entities

Certify that you have no significant financial interests to disclose.

**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](#)

No Financial Entities Defined

+ Add Financial Entity

I certify that I have no significant financial interests (as defined in the University's "[Policy on Investigators Conflict of Interest in Research](#)") to report, change, or update.

*Please note: If you check this box, you are not required to provide any information regarding your participation in proposals, projects, or protocols. You must check the certification button at the bottom of this screen and then re-certify this disclosure annually or sooner if you acquire significant financial interests that might be considered related to your institutional responsibilities.*

### Step 4: Public Health Service (PHS) Travel Disclosure

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

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

Are you a PHS funded Investigator?

Yes  No

+ Add New Entity Travel

If you do receive any funding from PHS select YES

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

Are you a PHS funded Investigator?

Yes  No

+ Add New Entity Travel

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.

COI Console | Add New Travel Disclosure

Please provide information for each Travel Sponsor that has provided payments or reimbursements for travel costs that, together with other income from the same source under Financial Entity, provide a COMBINED total of \$5,000 or more in the previous twelve months.  
[ NOTE: Refer to the policy definition for 'Exclusions from significant financial interest' to determine which Travel Sponsors are exempt from this reporting requirement. [Show definition of Significant Financial Interests](#) ]

Do you have travel to report at this time?

Yes  No

Attachments: [Upload PDF ..](#)

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.

**COI Console** **Add New Travel Disclosure**

Please provide information for each Travel Sponsor that has provided payments or reimbursements for travel costs that, together with other income from the same source under Financial Entity, provide a COMBINED total of \$5,000 or more in the previous twelve months.  
[ NOTE: Refer to the policy definition for 'Exclusions from significant financial interest' to determine which Travel Sponsors are exempt from this reporting requirement. [Show definition of Significant Financial Interests](#) ]

**Do you have travel to report at this time?**

Yes  No

**Travel Disclosure (PHS):**

**Name of the Financial Entity reimbursing or sponsoring your travel:**

*Financial Entity	<input type="text"/>	* Make sure Financial Entity is added in the Financial Entity section before adding travel information.
*Total Amount for this Entity	<input type="text"/>	

**For all of your travel reimbursed or sponsored by this same entity or by a parent or subsidiary of this entity:**

*Purpose of Travel	<input type="text"/>
*Travel Location (city/country)	<input type="text"/>
*Frequency and Duration of Travel	<input type="text"/>

Does any of this travel sponsorship include reimbursement beyond the scope of the professional activity?  Yes  No

*Examples include, but are not limited to: travel costs for family members, travel not connected with (or more extensive than) a meeting that is necessary for the conduct, study, or for performance of other institutional activities.*

Add Travel for Financial Entity

**Attachments:** [Upload PDF ..](#)

### Step 5: Submit

After completing all of the required sections, check the box to certify your disclosure 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 any trouble or need any assistance while completing your disclosure please contact the COI Office 520-626-7879.