

Definitions

**“Significant Financial Interest”** For purposes of the required disclosures, a Significant Financial Interest (SFI) is anything of monetary value (e.g., stocks, bonds, ownership interest), held or received by the Investigator or a Covered Family Member during the preceding 12 months if the aggregate value of the item(s) held or received exceeds \$5,000.

**Examples of an SFI** include: stock; stock options; bonds; other equity or ownership interests; consulting fees; honoraria; paid authorships; intellectual property; royalty interests; sponsored travel (unless such travel is reimbursed by a local, state or federal government agency or an institution of higher education); gifts in excess of \$250, including multiple gifts from one entity that total \$250 or more; and any fiduciary position in a for-profit or non-profit entity held by an Investigator or Covered Family Member.

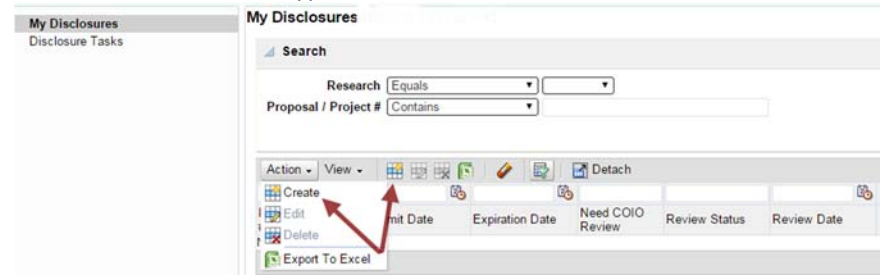
**An SFI does NOT include:** the salary you receive from a member of The Texas A&M University System; any intellectual property rights assigned to a member of the A&M System and agreements to share in royalties related to such rights; income received from investment vehicles such as mutual funds or retirement accounts (unless the Investigator or Covered Family Member directly controls the investment decisions made in these vehicles); income from service on an advisory committee or review panel for a local, state or federal government agency or an institution of higher education; or sponsored travel if sponsored or reimbursed by a local, state or federal government agency or an institution of higher education

Disclosure Tasks

- This screen lists all disclosure tasks assigned. There are two types of tasks:
  - “Annual” - Assigned by the system when the current user does not have an annual disclosure. For example, a new PI, or when the current user’s annual disclosure has expired or will expire within 3 months. In the former case, the action column shows “Submit Disclosure”. In the latter case, it will be “Renew Disclosure”.
  - “Update” - Assigned by the Conflict of Interest Official (COIO) when the COIO reviews potential Financial Conflict of Interest (FCOI) and determines that the researcher needs to renew his/her disclosure.

Creating/Renewing an Annual Update Disclosure

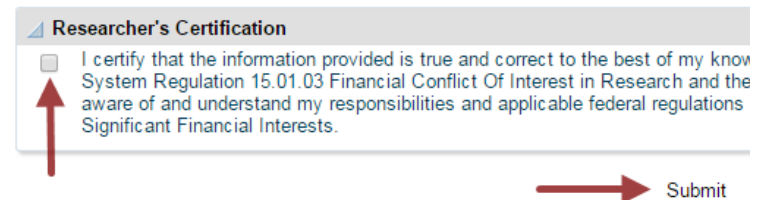
To create or renew an annual update disclosure, click the ‘Submit Disclosure’ or ‘Renew Disclosure’ hyperlink in the Action column.



This will open the Disclosure Detail screen where you may enter/update your disclosure information.

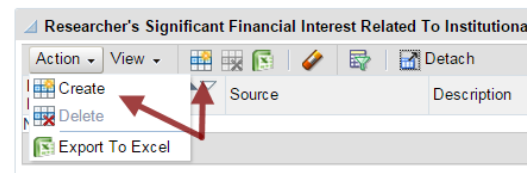
Nothing to disclose?

If you do not have a significant financial interests to disclose, per TAMUS Regulation 15.01.03 (<http://policies.tamus.edu/15-01-03.pdf>), simply click the checkbox located in the Researcher’s Certification area, and then click the ‘Submit’ button.



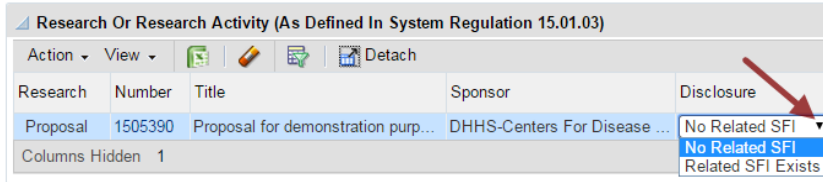
Significant Financial Interests

Enter your Significant Financial Interests by selecting Action>Create from the Action/Icon Toolbar, or by clicking the Create new record icon located on the Action/Icon Toolbar.



### Research or Research Activity

All current active proposals/projects will appear in the 'Research or Research Activity' section of the screen. You will need to review each activity listed and make the appropriate selection/determination as to whether 'No Related SFI' or 'Related SFI Exists' for each active proposal/project listed.



Action	View	Research Or Research Activity (As Defined In System Regulation 15.01.03)		
Research	Number	Title	Sponsor	Disclosure
Proposal	1505390	Proposal for demonstration purp...	DHHS-Centers For Disease ...	No Related SFI

Columns Hidden 1

***\*Please contact your Conflict of Interest Official for assistance on determining if 'No Related SFI' or 'Related SFI Exists' for each active proposal/project, and completing this section of the screen.***

### Questions?

For conflict of interest questions contact the COI Official listed under the COI Official section. For TAMUS FCOI policy questions, refer to TAMUS Regulation 15.01.03 (<http://policies.tamus.edu/15-01-03.pdf>).

For technical assistance, email [maestro@tamus.edu](mailto:maestro@tamus.edu) or call 979-458-8745.