

Franklin College REST Pre-Award

Completing Your Annual Financial Conflict of Interest (FCOI) Disclosure

What is a Conflict of Interest

A conflict of interest, or COI, occurs when an employee's personal interests or activities could appear to influence their university duties. While some conflicts of interest can be a natural part of the job, the university requires that all employees disclose these situations, so they can be managed properly, and prior approval is required for some outside activities ([UGA Conflicts of Interest](#)).

COI Training

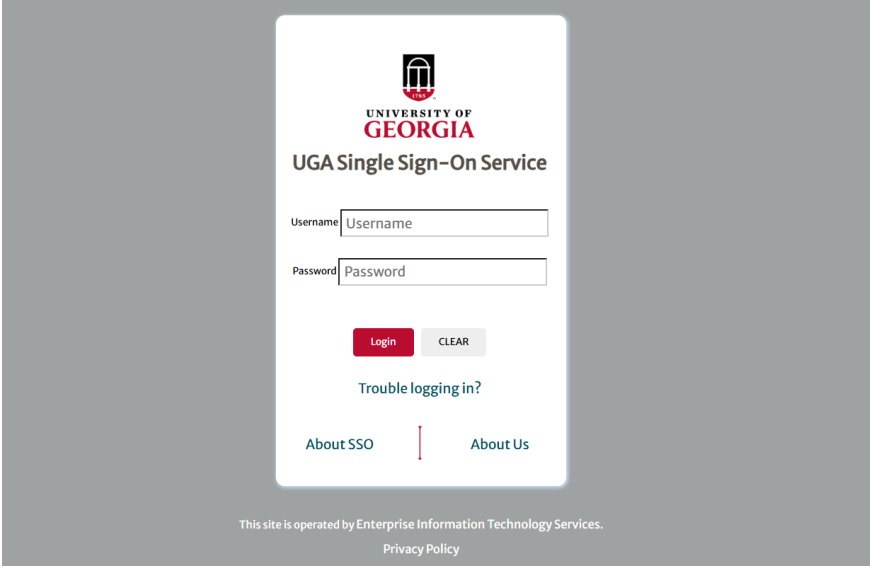
Conflict of Interest (COI) training is required for all investigators on PHS and DOE grant and cooperative agreement proposals. UGA investigators must complete the "[University of Georgia: Conflict of Interest](#)" course through the UGA [Professional Education Portal](#).

While training is not required at proposal submission, **it must be completed before award setup and before any project expenses can be recorded**. Sponsored Projects Administration verifies training completion prior to establishing an award account. Refresher training is required every four years.

Updating your Annual FCOI Disclosure

Investigators seeking funding from Public Health Service (PHS) agencies must complete an Annual Disclosure of Significant Financial Interests before proposal submission. PHS agencies include the NIH, CDC, FDA, Indian Health Service (IHS), Health Resources and Services Administration (HRSA), and Agency for Healthcare Research and Quality (AHRQ). This guide outlines the steps for completing the required annual disclosure.

Step 1: Login to the [UGA Grants Portal](#) with your UGA MyID and password, then complete two-factor authentication.



The screenshot shows the University of Georgia Single Sign-On Service login page. At the top is the University of Georgia logo. Below it, the text "UGA Single Sign-On Service" is displayed. There are two input fields: "Username" and "Password". Below the password field are two buttons: "Login" (in red) and "CLEAR" (in grey). Below the buttons is a link that says "Trouble logging in?". At the bottom of the login box are two links: "About SSO" and "About Us". At the very bottom of the page, there is a footer that reads "This site is operated by Enterprise Information Technology Services." and a link for "Privacy Policy".

☐ Yes ☐ No [Clear](#)

Step 4: Review the affirmation statement and click OK in the lower-right corner to electronically sign and submit your disclosure.

3.0

Start-Up / Outside Companies:

* Are you involved in any way in a start-up or outside company derived from your or another UGA employee's institutional research, instruction, or public service/outreach responsibilities?

☐ Yes ☒ No [Clear](#)

If "Yes" then add details for each instance:

+ Add

Company Name	Date Modified	Date Created	Date Activity Ceased
There are no items to display			

4.0

Reimbursed and Sponsored Travel:

* You are required to disclose all travel reimbursements for the past 12 months, no matter the dollar level, that are either reimbursed or sponsored (i.e., expenses paid on your behalf and not reimbursed to you directly so that you might not know the exact monetary value) and are related in any way to your UGA institutional research, instruction, and public service/outreach responsibilities. Do not disclose travel paid by UGA, any state, federal or local government agency, another United States higher education institution, a United States medical center, or a United States research institute affiliated with a higher education institution. Do disclose travel paid for by foreign higher education institutions, foreign medical centers, or foreign research institutes affiliated with a foreign higher education institution. Do disclose travel paid by industries such as Pfizer, Lockheed-Martin, or GE and by non-profit organizations such as the American Cancer Society, AAAS, American Heart Association, or a national professional society, or any other foreign entity. Travel reimbursed by a sponsored project does not need to be disclosed. Do you have any travel to be disclosed?

☐ Yes ☒ No [Clear](#)

If "Yes" then add details for each instance:

+ Add

Sponsor Name	Destination	Date Modified	Date Created	Date Activity Ceased
There are no items to display				

Affirmation: I have read and understand the Policy on Conflicts of Interest in Sponsored Programs and declare that I have used all reasonable diligence in preparing this disclosure statement and, to the best of my knowledge, it is true, accurate, and details all required disclosures. I understand that, in accordance with the terms of this Policy, it is my responsibility to disclose any changes that occur in my significant financial interests in this same manner within 30 days of their occurrence. I will comply with any conditions or restrictions imposed by UGA to manage, reduce, or eliminate any conflicts of interest.

By clicking "OK" in the lower right corner you are signing this disclosure, including the affirmation statement:

Required

OK

Step 5: After submitting, the page will refresh and the disclosure date in the upper-right corner should update to the current date. Verify that the date is correct.

If you are working with a REST team member on a proposal, notify them that you have completed your disclosure so they can confirm all FCOI requirements have been met before proposal submission.

Properties

Account

Notification Settings

Select View: FCOI Disclosure

Disclosure of Significant Financial Interest

Disclosure Date:12/23/2021
Affirmative FCOI Disclosure:No
Last Entry Date:1/1/2000

The University of Georgia (UGA) requires that this form be filled out by any Investigator (defined as the project director or principal investigator or any other person, regardless of title or position, who is responsible for any portion of the design, conduct, or reporting of research or activities on funded projects) who meets one or the other of the following criteria:

- 1) The Investigator plans involvement with a proposal to be submitted to any Public Health Service (PHS) unit of the U.S. Department of Health and Human Services (DHHS) or to a sponsor that has adopted the PHS financial conflict of interest regulations.
- 2) The Investigator plans involvement with a proposal to be submitted to a sponsor (federal or non-federal) other than a PHS unit and has indicated the presence of a possible financial conflict of interest (FCOI) on the Office for Sponsored Programs' (OSP's) electronic Research Proposal (eRP) system.

The questions pertain to financial activities/interests spanning the past 12 months. If you (or your spouse or dependent children) add new financial activities/interests at any time during the next 12 months, you are required to file an updated disclosure within 30 days of adding them.

a. If there is no change from last year's disclosure to this year you need only click "OK" and you are done. If there are updates or changes then you must click "OK" in the bottom right corner of THIS PAGE for your changes/additions to take affect. When the changes are applied the "Disclosure Date" in the upper right corner will change to today's date.

1.0

Personal Compensation:

* In the past 12 months did you (or your spouse or dependent children) receive personal compensation valued at \$5,000 or more annually, when