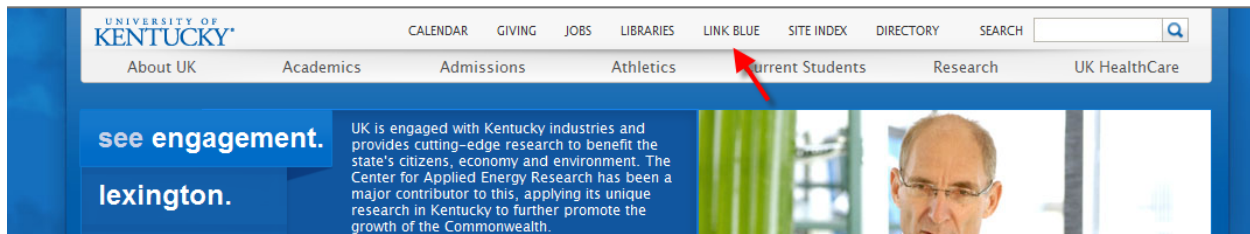


INSTRUCTIONS FOR COMPLETING THE FINANCIAL DISCLOSURE FORM

Note: these are technical instructions about accessing and completing the form. For information about the policy go to the OSPA Conflict of Interest page <http://www.research.uky.edu/ospa/coi.html>

1. From the UK website click on “Link Blue.” (Click refers to pressing the mouse button.)



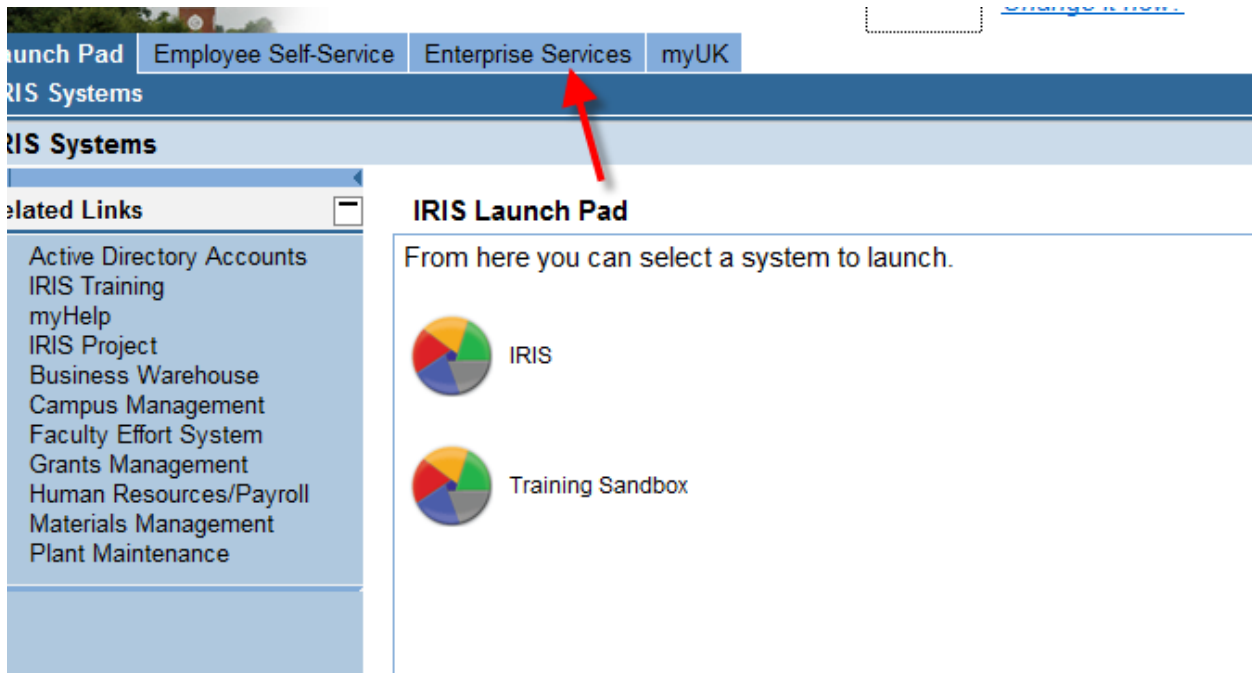
2. Then choose “myUK.”



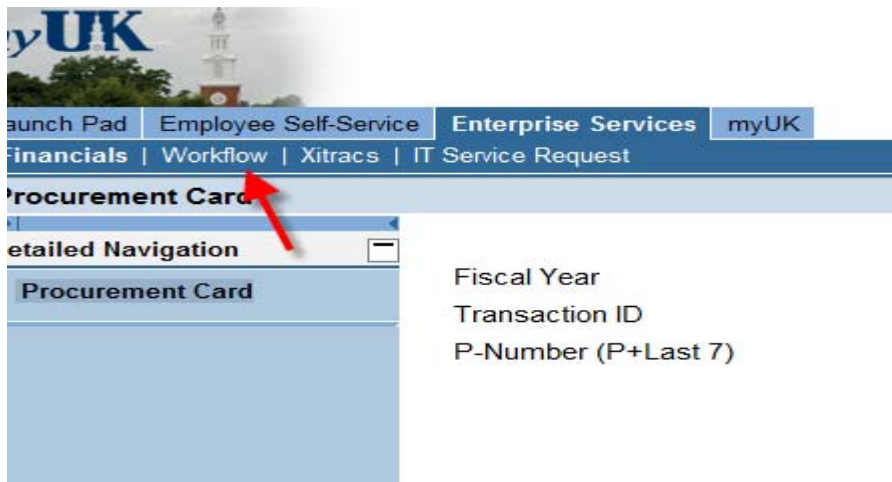
3. Enter your Link Blue/myUK user ID and Password and click on “Sign On.”



The screen below will appear. Your screen may have more or fewer tabs and “beach balls” depending on your access.



4. Choose the “Enterprise Services” tab and then “Workflow.”



5. And then choose “Financial Disclosure.”



6. Answer the questions by choosing the “Yes” or “No” radio button. Examples are provided to help clarify the first three questions.
7. If you answer “Yes” to Questions 1, 2 or 3, a new screen will appear on which to record details for each entity in which you have a financial interest.

DETAILS OF SIGNIFICANT FINANCIAL INTERESTS AND OUTSIDE ACTIVITIES

Instructions: For each [outside entity](#) or activity for which you answered “yes” in any of Questions #1-#3, please complete the following screen.

Outside entities	
This information pertains to: (Check all that apply)	<input type="checkbox"/> Employee <input checked="" type="checkbox"/> Spouse <input type="checkbox"/> Dependent Children

8. After entering detail for an entity, choose the “Save” button. **You must “Save”** for the information to be recorded.

The image shows a screenshot of a form section titled 'Other (Specify:)'. It contains a question: 'Does this entity support your research or other sponsored activity?' with radio buttons for 'Yes' (selected) and 'No'. Below the question is a text input field with the placeholder text 'I am one of received an'. At the bottom of the form, there are two buttons: 'Save' and 'Cancel'. The 'Save' button is circled in red, and a red arrow points to it. Below the form, the start of another question is visible: '4 Human Subjects: Are you involved in human subjects research or clinical'.

9. Enter information for other entities by choosing “Next” and saving the information as many times as necessary.

Numbers will appear at the bottom of the detail screen representing a page for each entity you entered. You may view each one by choosing the number.

Edit Delete Next

12

4. **Human Subjects:** Are you involved in [human subjects research or clinical investigations](#) ?
 Yes No

10. If you answer “no” to question 5, there are no further questions and you may choose either “Save and complete later” or “Go to: Certification.”

5. **PHS Funding:** Does your work involve a pending or funded grant, cooperative agreement or [agency](#) , including any subaward from another institution?
 Yes No

Save and complete later Go to: Certification

11. If you answer “yes” to question 5, question 6 will appear.

5. **PHS Funding:** Does your work involve a pending or funded grant, cooperative agreement or contract from a [Public Health Service \(PHS\) agency](#) , including any subaward from another institution?
 Yes No

6. **Travel:** Over the past 12 months, have you been reimbursed for travel related to your institutional responsibilities or have you had such travel sponsored (i.e., paid on your behalf rather than being reimbursed) by any [outside entity](#) (excluding Federal, state or local government agencies or [institutions of higher education](#)) that you have not previously disclosed?
 Yes No

12. If you answer “yes” to question 6, a new screen will appear on which to record details for each entity which has reimbursed you personally for travel or paid directly for your travel.

6. **Travel:** Over the past 12 months, have you been reimbursed for travel related to your institutional responsibilities that was either paid on your behalf rather than being reimbursed) by any [outside entity](#) (excluding agencies or [institutions of higher education](#)) that you have not previously disclosed?

Yes No

DETAILS OF TRAVEL REIMBURSED BY OR PAID FOR BY AN OUTSIDE ENTITY

Instructions: For each instance of travel related to your institutional responsibilities that was either paid on your behalf rather than being reimbursed) by any outside entity or for which you were reimbursed for travel expenses, please complete the following screen.

Trips	
Sponsor/organizer:	<input type="text"/>
Indicate whether this entity is:	<input type="radio"/> For-profit, publicly traded <input type="radio"/> For-profit, not publicly traded <input type="radio"/> Non-profit

13. Now you may Edit or Delete records you have added, add information about additional entities or choose either "Save and complete later" or "Go to: Certification."

outside entity reasonably appears to be [institutional responsibilities](#).

Edit

Delete

Next

14. If you choose "Save and complete later," the records you have saved will be there when you return to the form.

15. If you choose "Go to: Certification" you may choose "Go Back" to the previous page, "Submit Certification," "Save and complete later" or you may delete the records you have just added by choosing "Reset entire form."

[Go Back](#)

CERTIFICATION

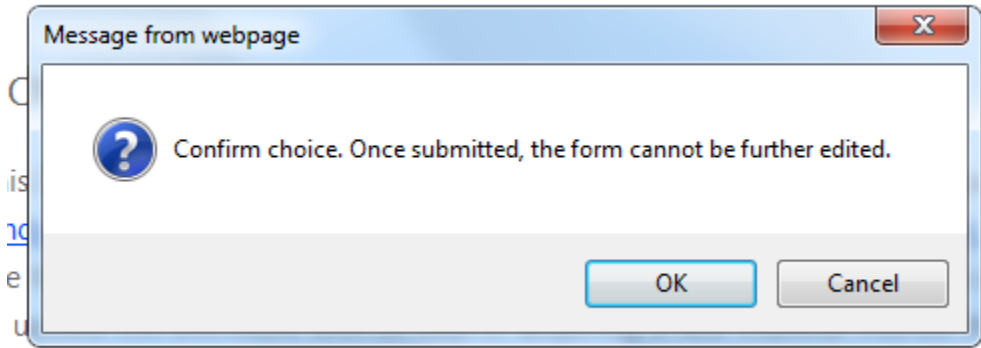
By submitting this Disclosure Statement, I certify that I have read and understand [and Code of Conduct](#) and the relevant Governing Regulations, [Administrative Re](#) further certify the foregoing disclosure is true and complete to the best of my knowledge and responsibility to update this disclosure with 30 days of acquiring a new financial [responsibilities](#).

Submit Certification

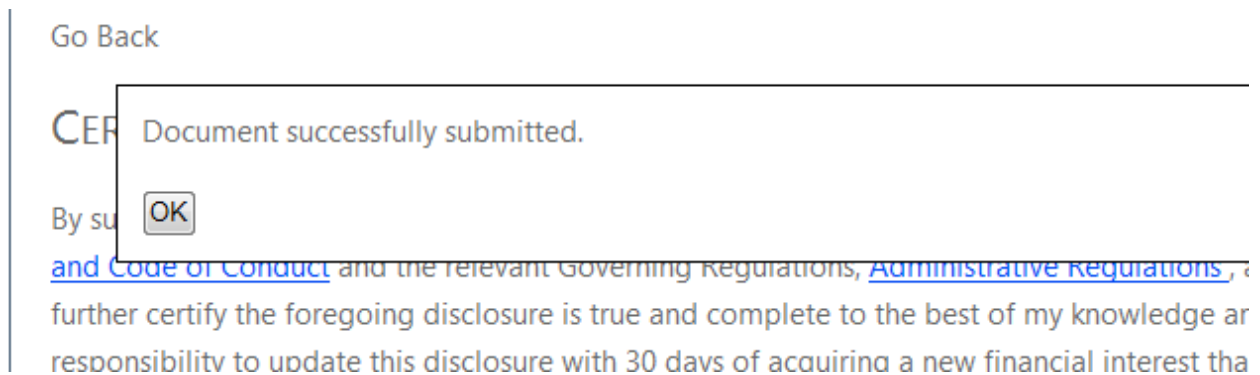
Save and complete later

Reset entire form

16. When you choose “Submit Certification” you will be asked to confirm the choice.



17. After you click on “OK,” a message will let you know the document has been submitted.



18. When you go back into the Financial Disclosure form after successfully submitting, the most recently saved information will be available to view. You may edit the existing information or add information about new entities.

In addition:

Draft revised AR 7:2 “Financial Conflicts of Interest in Research”

http://www2.research.uky.edu/VPR/Docs/AR%207-2_Draftv2e.pdf

Instructions for accessing the training module for the “Financial Conflicts of Interest in Research” policy

<http://www.research.uky.edu/ospa/info/docs/Instructions%20for%20FCOI%20Education%20Course.pdf>

More information about Financial Conflict of Interest <http://www.research.uky.edu/ospa/coi.html>

If you have questions about the policy or the content of disclosures, contact Deborah Davis, director of the Office of Sponsored Projects Administration at 7-8311, ddavis@uky.edu.