

Job Aid

Enter New/Changed Financial Entity

NOTE: MSU's [Faculty/Academic Staff Conflict of Interest Policy](#) requires that all MSU faculty and academic staff submit **disclosures of all significant financial interests** related to their MSU responsibilities. For more information on MSU's Conflict of Interest policies, and what constitutes a significant financial interest, go to www.coi.msu.edu.

WHO:

- Individuals appointed through the academic personnel system with research, teaching, outreach, or service institutional responsibilities
- Individuals who have independent responsibility for proposing, conducting, or reporting the results of University research and other sponsored projects
- Reporters who have previously created an Annual COI disclosure
- Examples of those who are required to disclose include:
 - ✓ Fixed term and tenure track professors
 - ✓ Postdoctoral fellows
 - ✓ Research associates
 - ✓ MSU extension positions (e.g., program directors, specialist, etc.)

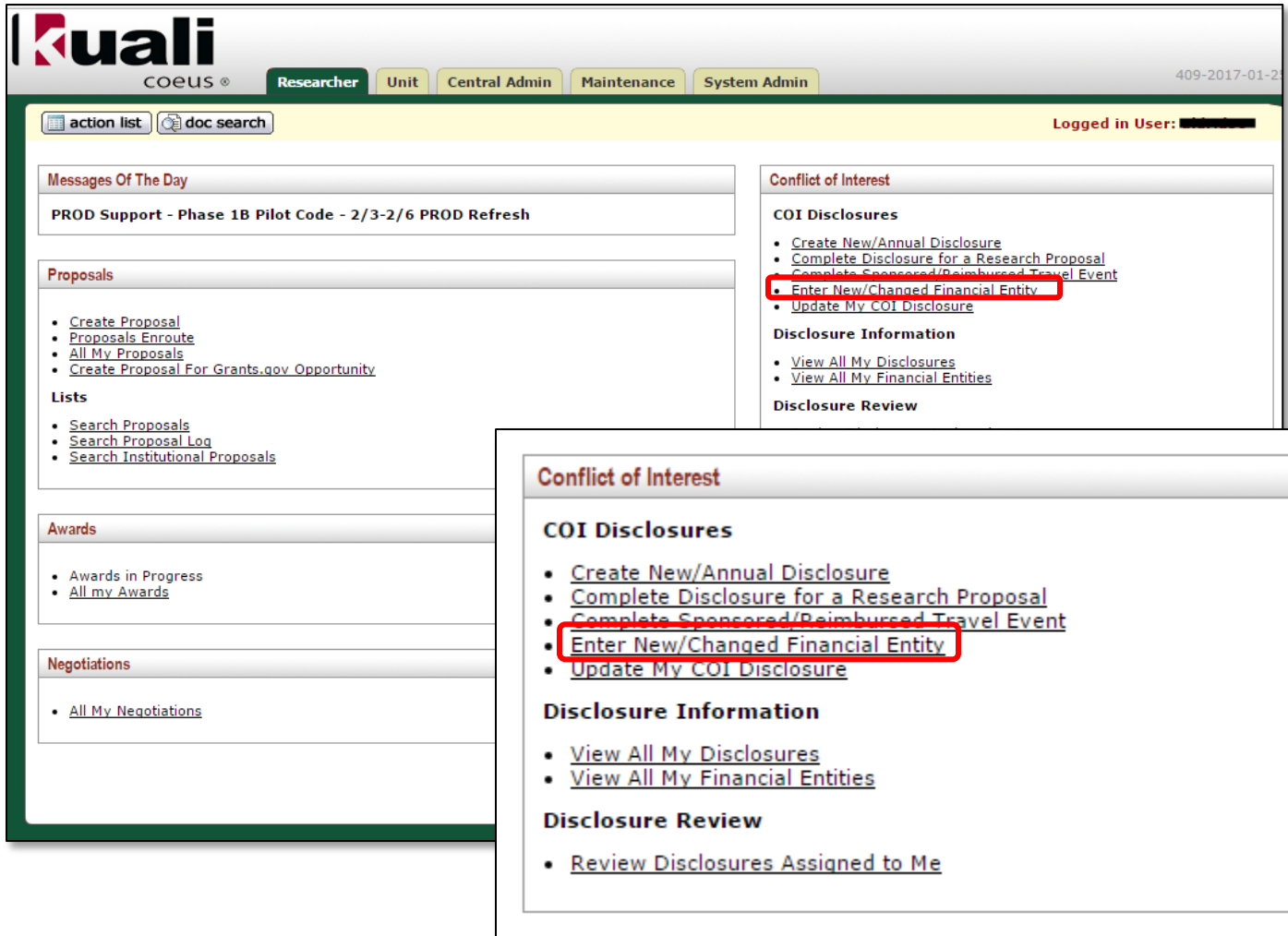
WHEN:

- Disclosures must be made annually, or updated within 30 days of acquiring or discovering a new significant financial interest

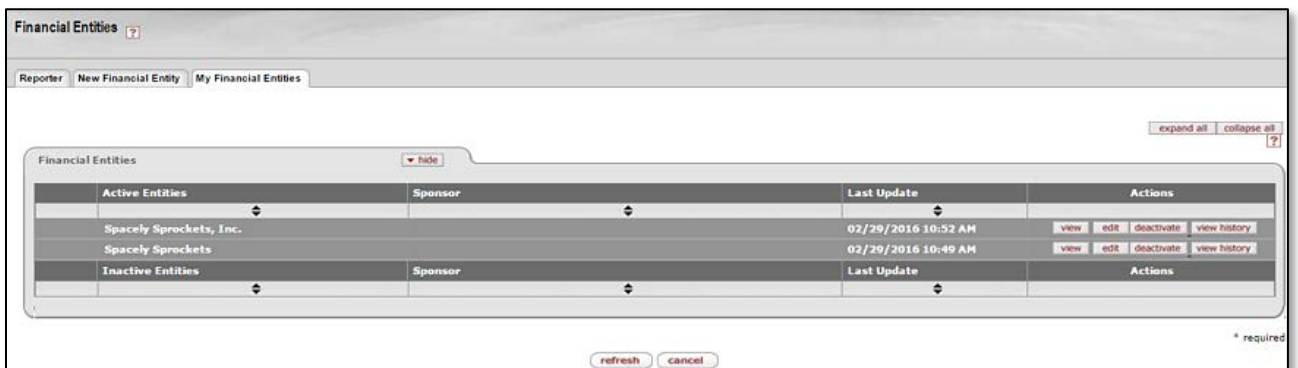
HOW:

To enter or change a Financial Entity in KC

1. Login in to KC.
2. From the KC Main Menu, with the **Researcher** tab selected, click on the **Enter New/Changed Financial Entity** link in the **Conflict of Interest** channel.



- The **Financial Entities** screen appears. This screen contains three tabs. The **My Financial Entities** tab is displayed by default
 - ✓ To view, edit, or inactivate an existing Financial Entity, stay with the **My Financial Entities** tab
 - ✓ To enter a new Financial Entity, click the **New Financial Entity** tab



To enter a new Financial Entity in KC

1. Click the **New Financial Entity** tab of the **Financial Entities** screen.


2. In the **New Financial Entity** tab, complete all the fields with adjacent asterisks on the Financial Entity subpanel.
3. Next, answer the three questions about how this entity relates to the project and/or your work at MSU.
4. Move down to the Relationship Details subpanel. Place checkmarks in check boxes defining your relationship with the financial entity.

NOTE:

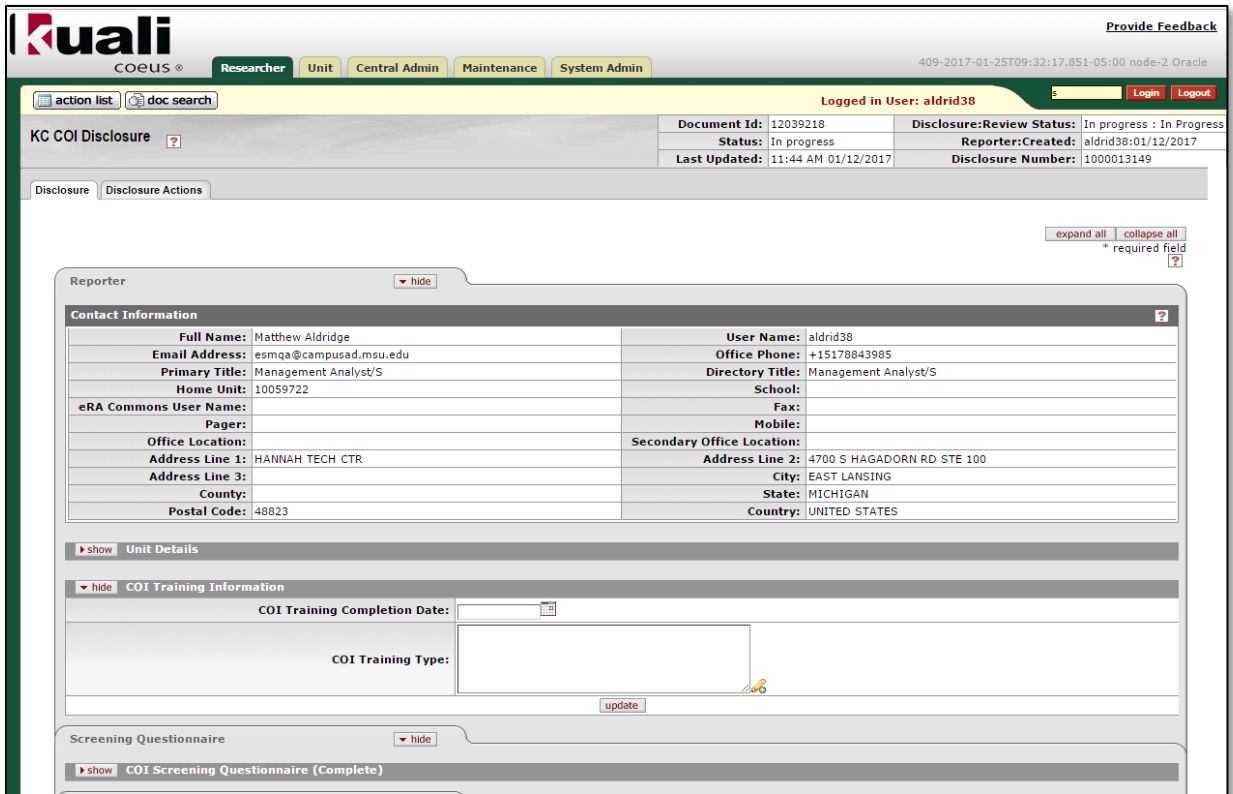
- You must place a check in each row—if no relationship exists in a listed category, select **None**.
- You cannot select **None** for all rows—at least one row needs a selection of Self, Family, or Jointly.
- If you check **None** for a row, you cannot check any of the other boxes in that row.
- For any category that you answer as Self, Family, or Jointly, you must add comments in the comments field to explain the situation further.

Relationship Details					
Payments/Income over \$5000:	None	Self	Family	Jointly	Comment
Salary (outside work for pay):	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Consulting fees (OWP):	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Worked as a consulting metallurgist
Equity in lieu of payment:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Royalties: non-MSU Intell. Prop:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Advisor/fiduciary/partner pay:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Investment income:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Trust income:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Other income, expert witness:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

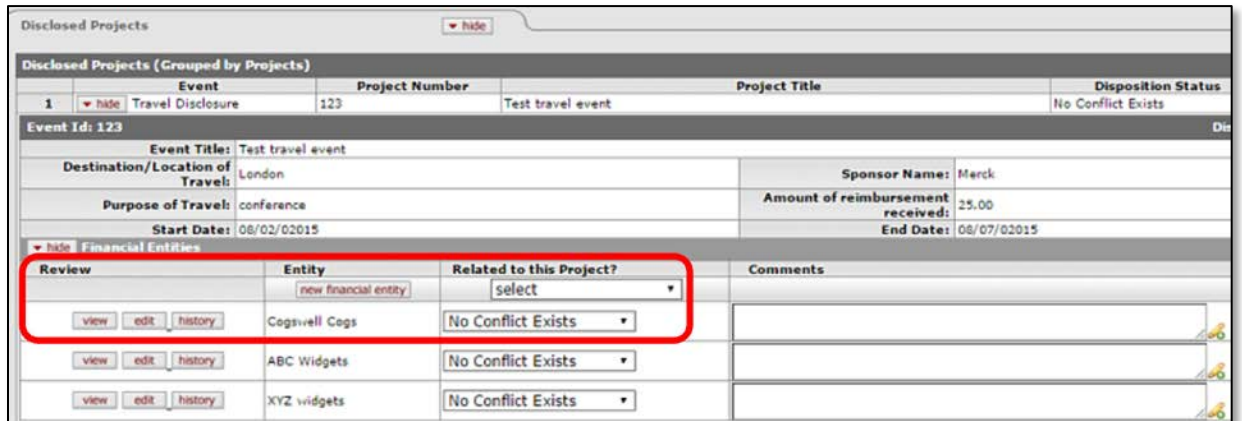
5. Include any attachments that confirm your relationship with the entity in the Attachments panel. This is optional.

6. When all the information has been added, move to the bottom of the screen and click .
 - KC will run its data validation function to detect any errors. Fix any it detects.
 - KC will ask **“Do you want to add another financial entity or edit an existing entity?”**

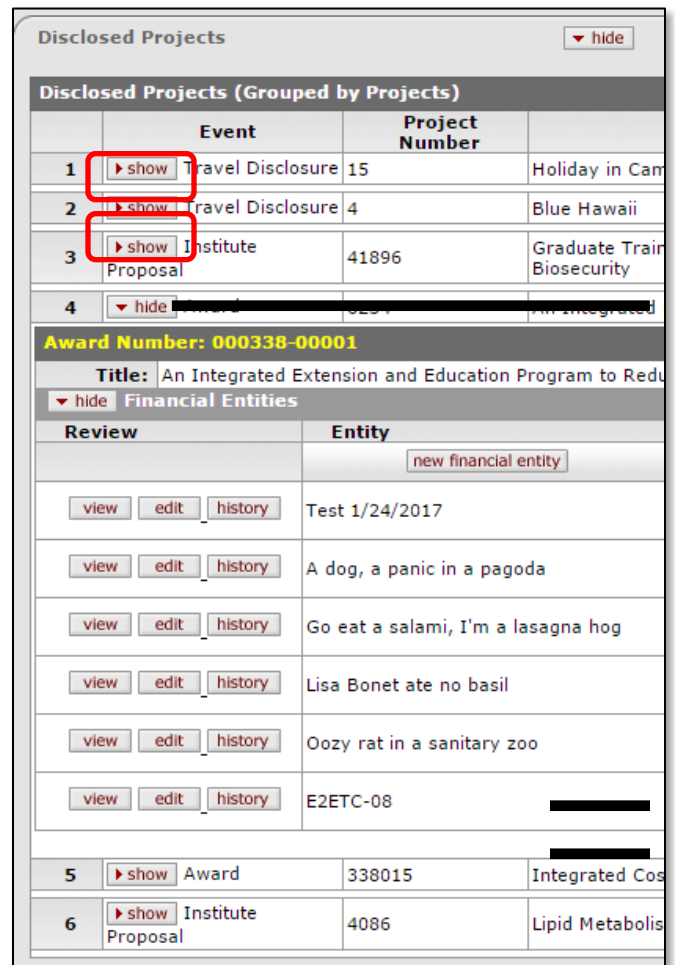
7. Select **Yes** or **No** (depending on whether or not you want to add another entity).
 - If you select **Yes**, KC displays a new **Financial Entities** page allowing you to add another Financial Entity.
 - If you select **No**, KC returns you to the **Disclosure** tab of the **KC COI Disclosure** screen, with the new financial entity listed on each project subpanel.



- On the **Disclosure** tab there is a **Disclosed Projects** panel with a **Related to this Project?** column. For each financial entity in the **Related to this Project?** column, select the description of how each entity relates to the project from the drop-down menu. If all entities have the same relationship to the project, use the drop-down immediately beneath **Related to this Project**. This will fill the selection for all entities.



- If you have more than one project, click the show button for the next project under the **Event** column heading. Repeat the step to indicate how your financial entities relate to that project. Repeat this step for each project listed.



10. Scroll to the bottom of the page. Place a checkmark in the box in **Certification** panel. Then click **submit**.

- After the Disclosure is submitted, the Document Header at the top of the screen will show **Routed for Review: Submitted for Review** in the **Disclosure: Review Status** field.

Document Id:	7775642	Disclosure:Review Status:	Routed for Review : Submitted For Review
Status:	Under COI Office Review	Reporter:Created:	osbornd7:02/11/2016
Last Updated:	02:43 PM 02/11/2016	Disclosure Number:	1000065788

To edit an existing Financial Entity in KC

1. From the **Financial Entities** tab, click **edit** in the **Actions** column of the right side of the screen.
 - This action will open the **Financial Entity Being Edited** panel, which, you will notice, is identical to the **New Financial Entity** panel except that this panel is populated with previously entered data.

2. Edit the fields of this panel as needed, including the **Relationship Details** subpanel.
3. Click **submit** at the bottom of the screen.
 - KC will run its data validation function to detect any errors. Fix any it detects.
 - KC will ask **“Do you want to add another financial entity or edit an existing entity?”**
4. Select **Yes** or **No** (depending on whether or not you want to edit another entity).
 - If you select No, KC returns to the **Disclosure** tab of the **KC COI Disclosure** screen, where you have the opportunity to certify your updated Annual Disclosure. (See steps 8-10 above.)

To deactivate a Financial Entity in KC

1. Click **deactivate** in the Actions column on the line for the applicable financial entity.

Last Update	Actions
02/29/2016 10:52 AM	view edit deactivate view history
02/29/2016 10:49 AM	view edit deactivate view history
Last Update	Actions

2. In the next screen that appears, enter a reason for the deactivation and click **yes**.

Are you sure you want to deactivate this financial entity ?

* Please enter the reason below:

No longer in business.

yes no

- KC moves the entity to the **Inactive Entities** list, where inactive entities can be viewed, edited or reactivated.

Spacely Sprockets, Inc.		02/29/2016 10:52 AM	view deactivate view history
Inactive Entities	Sponsor	Last Update	Actions
Spacely Sprockets		02/29/2016 01:42 PM	view edit activate view history