



Job Aid

Updating A Master Disclosure

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:

- All MSU faculty and academic staff appointed through the academic personnel system with research, teaching, outreach, or service institutional responsibilities. This Policy also applies to other individuals who have independent responsibility for proposing, conducting, or reporting the results of University research and other sponsored projects

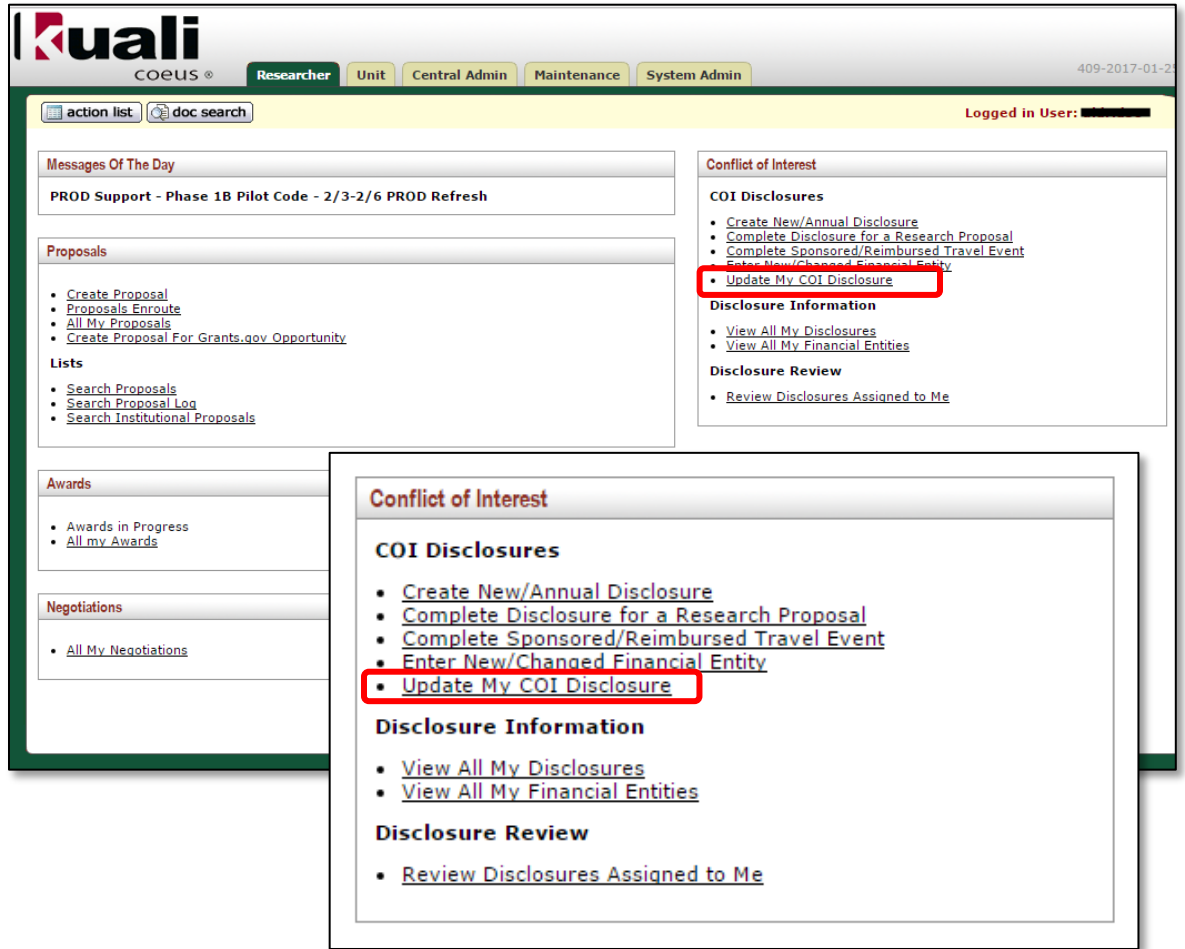
WHEN:

- After a person submits their first disclosure in KC (or after a disclosure is converted from e-Transmittal into KC), disclosure updates must be submitted and certified within one year of the most recent disclosure.

HOW:

Updating an Annual (Master) Disclosure in KC

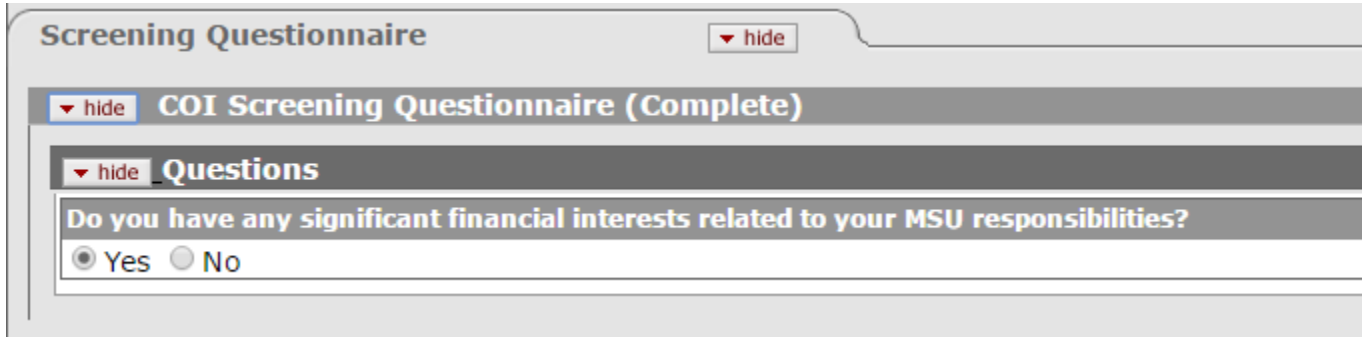
1. Login in to KC.
2. From the KC Main Menu, with the **Researcher** tab selected, click on the **Update My COI Disclosure** link in the **Conflict of Interest** channel.



- The **KC COI Disclosure** screen appears. This screen contains six panels. The **Reporter** panel will display all of your contact information

Reporter		hide	
Contact Information			
Full Name:	Donatien-Pascal Kamdem	User Name:	kamdem
Email Address:	kfstester@ais.msu.edu	Office Phone:	+15174320449
Primary Title:		Directory Title:	
Home Unit:	10002634	School:	
eRA Commons User Name:		Fax:	
Pager:		Mobile:	
Office Location:		Secondary Office Location:	
Address Line 1:	PACKAGING	Address Line 2:	448 WILSON RD RM 141
Address Line 3:		City:	EAST LANSING
County:		State:	MICHIGAN
Postal Code:	48824	Country:	United States

3. Click on the **show** button to show the **COI Screening Questionnaire (Complete)** subpanel.



*The subpanel asks a question:

“Do you have any significant financial interests related to your MSU responsibilities?”

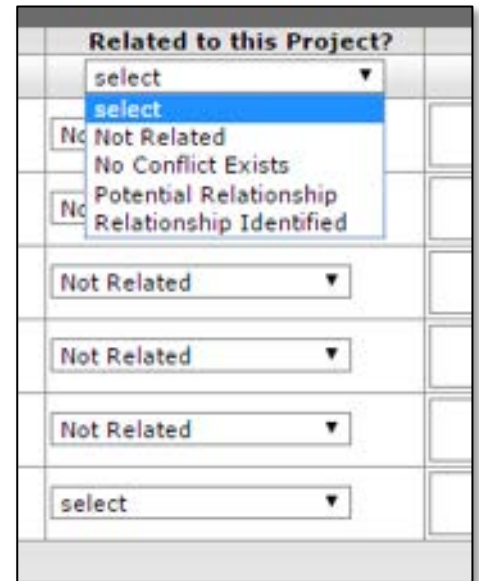
4. Answer **Yes** or **No** by clicking on the appropriate button. If you have already disclosed Financial Entities, the COI Screening Questionnaire will be automatically answered as Yes.

If You Have Previously Reported Financial Entities

If you have previously reported Financial Entities, the system will display them under the Project & Financial Entity Relationships panel.

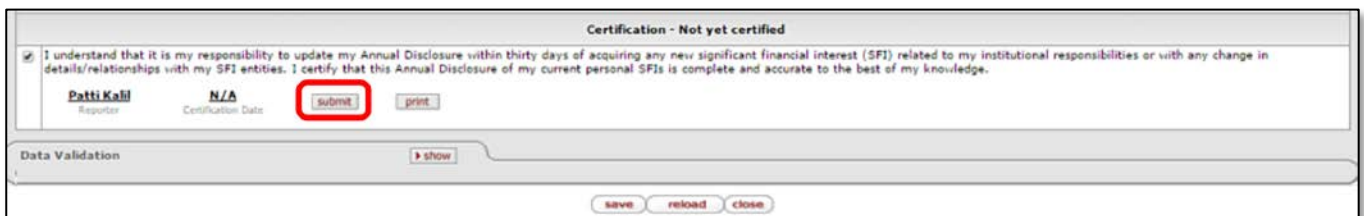
Review	Entity	Related to this Project?	Comments
view edit history	new financial entity A dog, a panic in a pagoda (I edited this)	Not Related	
view edit history	E2ETC-08	Not Related	
view edit history	Go eat a salami, I'm a lasagna hog	Not Related	
view edit history	Lisa Bonet ate no basil	Not Related	
view edit history	Oozy rat in a sanitary zoo	Not Related	
view edit history	Test 1/24/2017	select	

You will be asked to indicate whether each of the entities is related to the research project. You can make a selection for each individual entity, row-by-row, or you can make a selection for all of them as appropriate using the drop-down feature at the top of the column.



Answering No to the Screening Questionnaire

If the answer to the Screening Questionnaire is No, scroll to the bottom of the page, place a checkmark in the **Certification** check box. This will expand the section, showing the **submit** and **print** buttons.



Click **submit**.

➤ You will then be brought to a new page and asked another question:

Do you have any other significant financial interests related to your MSU responsibilities to report? Answering 'no' means you certify that your current disclosure of personal significant financial interests related to this project and to your other MSU responsibilities is complete and accurate to the best of your knowledge.



- Answering **No** will return you to the KC COI Disclosure screen. The Document Header will show that the disclosure status is **Routed for Review: Submitted For Review**.

Document Id: 22645	Disclosure:Review Status: Routed for Review : Submitted For Review
Status: Under COI Office Review	Reporter:Created: deminkto:03/11/2016
Last Updated: 01:29 PM 03/11/2016	Disclosure Number: 1000697357

- Answering **Yes** will launch the **New Financial Entity** tab of the **Financial Entities** screen. Fill out the fields and answer all the questions posed. For detailed instructions on completing this tab, refer to the job aid titled “Enter a New/Changed Financial Entity.”

After entering Financial Entity information, you will return to the KC COI Disclosure screen. Scroll to the Project & Financial Entity Relationships panel and select an appropriate answer for “Related to this Project?” (see the **If You Have Previously Reported Financial Entities** section above). Then scroll to the bottom of the page again and place a checkmark in the Certification check box. This will expand the section, showing the **submit** and **print** buttons.

Certification - Not yet certified

I understand that it is my responsibility to update my Annual Disclosure within thirty days of acquiring any new significant financial interest (SFI) related to my institutional responsibilities or with any change in details/relationships with my SFI entities. I certify that this Annual Disclosure of my current personal SFIs is complete and accurate to the best of my knowledge.

Patti Kall
Reporter
N/A
Certification Date
submit
print

Data Validation **show**

save reload close

Click **submit**. The Document Header will show that the disclosure status is **Routed for Review: Submitted For Review**.

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Answering Yes to the Screening Questionnaire

Answering **Yes** means that you have Significant Financial Interests related to your MSU responsibilities. After you click **submit**, KC will ask a question based upon whether you already have reported a financial entity:

- If you have previously reported financial entities, KC will ask:
Do you have any other significant financial interests related to your MSU responsibilities to report? Answering 'no' means you certify that your current disclosure of personal significant financial interests related to this project and to your other MSU responsibilities is complete and accurate to the best of your knowledge.



- Answering **No** will submit your Master Disclosure update and return you to the Master Disclosure tab. The Document Header will show that the disclosure status is **Routed for Review: Submitted For Review**.

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- Answering **Yes** will launch the **New Financial Entity** tab of the **Financial Entities** screen. Fill out the fields and answer all the questions posed. For detailed instructions on completing this tab, refer to the job aid entitled “Enter a New/Changed Financial Entity.”

After entering Financial Entity information, you will return to the KC COI Disclosure screen. Scroll to the Project & Financial Entity Relationships panel and select an appropriate answer for “Related to this Project?” (see the **If You Have Previously Reported Financial Entities** section above). Then scroll to the bottom of the page again and place a checkmark in the Certification check box. This will expand the section, showing the **submit** and **print** buttons.

- If you have not yet reported any financial entity, KC will ask:
Based on your answer to the screening questionnaire, you must have at least one active financial entity to submit this disclosure. Do you want to add a financial entity at this time?



- Answering **No** will save your disclosure update for you to complete at a later time.
- Answering **Yes** to this question will launch the **New Financial Entity** tab of the **Financial Entities** screen. Fill out the fields and answer all the questions posed. For detailed instructions on completing this tab, refer to the job aid entitled “Enter a New/Changed Financial Entity.”

After entering Financial Entity information, you will return to the KC COI Disclosure screen. Scroll to the Project & Financial Entity Relationships panel and select an appropriate answer for “Related to this Project?” (see the **If You Have Previously Reported Financial Entities** section above). Then scroll to the bottom of the page again and place a checkmark in the Certification check box. This will expand the section, showing the **submit** and **print** buttons.

Click **submit**. The Document Header will show that the disclosure status is **Routed for Review: Submitted For Review**.

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- Exit the KC application by clicking the **close** action button at the bottom of the screen.