Instructions for Completing Your Annual Financial Conflict of Interest (FCOI) Disclosure

Investigators applying for funding to all Public Health Services (PHS) units are required to complete an Annual Disclosure of Significant Financial Interests prior to proposal submission. PHS units include the NIH, CDC, FDA, Indian Health Service (IHS), Health Resources and Services Administration (HRSA), and the Agency for Healthcare Research and Quality (AHRQ). This guide documents the steps to completing this annual disclosure.

While not required at proposal time, FCOI Training must be completed by all PHS investigators before an expense can be recorded on a funded project. This training must be renewed every 4 years. If a project is awarded, Sponsored Projects Administration will verify that all FCOI training is up to date before an account is established. More information on FCOI policy and training can be found at https://research.uga.edu/integrity-support/fcoi/#1496338892305-c336a8a4-9b51

Step 1 - Login to the UGA Grants Portal at https://research.uga.edu/outputs-analytics/grants-portal-reports/ - see the yellow arrow on the image below. Once you click “Login to Grants Portal”, you will be asked to login with your UGA MyID and Password and complete your two factor authentication.

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![Login to UGA Grants Portal](https://research.uga.edu/outputs-analytics/grants-portal-reports/)

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For more information, please refer to the guide on the UGA Research website: https://research.uga.edu/integrity-support/fcoi/#1496338892305-c336a8a4-9b51
**Step 2** – You will be routed to the “To Do Lists” page of the UGA Grants Portal. Click “Manage SFI Disclosure” on the left-hand column.

**Step 3** – Complete the 4 questions listed on the FCOI Disclosure Form.
**Step 4** – Review the affirmation, and click “Ok” in the lower right corner. By doing this, you are signing the disclosure.

**Step 5** – The page will refresh, and the disclosure date in the upper right corner should be updated to today’s date. Verify that the date is accurate. If you are working on a proposal with a REST team member, please e-mail them and let them know you have completed the disclosure. They can then double check that all FCOI requirements are completed prior to proposal submission.

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**Disclosure of Significant Financial Interests**

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)/e-Proposal (ePR) 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