

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.

The screenshot shows the University of Georgia Office of Research website. The main navigation bar includes links for 'About', 'For Researchers', and 'For Industry'. The 'For Researchers' section is expanded, showing 'Overview', 'UGA Elements', and 'Grants Portal Reports'. The 'Grants Portal Reports' section is highlighted with a yellow arrow. The main content area features the heading 'Research Outputs and Analytics' and 'Grants Portal Reports'. Below this, there is a description of the Grants Portal as UGA's Research Information Management System (RIMS) and a 'Contact' box for Gary Rachel, Director of IT Operations. A 'To access Grants Portal Reports:' section includes a link to 'Log in to Grants Portal' and a note that UGA MyID and password are required. A final instruction states to click on 'Reports' on the right side of the horizontal red navigation bar.

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About For Researchers For Industry

Overview
UGA Elements
Grants Portal Reports

Research Outputs and Analytics

Grants Portal Reports

The Grants Portal is UGA's Research Information Management System (RIMS). It serves as a portal for investigators to prepare and submit proposals for funding by sponsors. It also provides access to a number of reports allowing users to analyze proposal and grant activity across the university. Depending on role-based access, users can examine submitted proposals, awarded grants or contracts, and research expenditures on an individual basis, or by department, school, college, center, or institute. Analyses based on type of research, type of sponsor, proposed/awarded amount, and dates of funding, are all possible.

Contact

Gary Rachel
Director
Office of IT Operations
gcrachel@uga.edu

To access Grants Portal Reports:

[Log in to Grants Portal](#). (UGA MyID and password required.)

Click on "Reports" on the right side of the horizontal red navigation bar.

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.



To Do Lists

Activities

CREATE NEW PROPOSAL
MANAGE SFI DISCLOSURE

Check Your Project Balance

PROJECT STATUS REPORT LITE: - quick balance and expenditures for one project

PROJECT STATUS REPORT: - detailed budget and expenditures for multiple projects

Reminders

You have no current reminders

Projects

Search:

ID	PI	Project Title	State	Pre-Award Proposer	IMS Prop #	Action Required	Due Date
FP00023363	Pistone	Pistone test	Draft	Martin		Proposal Team - Submit for University Approval	3/27/2080
FP00025045	Heynen	draft entry - no longer applying to this opportunity	Draft	Martin		Proposal Team - Submit for University Approval	10/25/2029
FP00024416	Lee	SaTC-CORE:Small, Differentially Private Deep Generative Models for Synthesizing Tabular Data	Under DLSA Review	Thornton		Ready for DLSA Review	9/29/2023
FP00022276	Arnold	Arnold PoLS - future submission	Draft	Martin		Proposal Team - Submit for University Approval	1/31/2023
FP00025514	Harman	National Estuarine Research Reserve System Science Collaborative (Ne...	Draft	Carroll		Proposal Team - Submit for	10/7/2022

Step 3 – Complete the 4 questions listed on the FCOI Disclosure Form.

UNIVERSITY OF GEORGIA | GRANTS PORTAL | Hello, Robert Ross

Robert Ross

Department: Franklin-Deans Business Office

Properties | Account | Notification Settings

Select View: FCOI Disclosure

Disclosure of Significant Financial Interest

Disclosure Date: 2/6/2019
Affirmative FCOI Disclosure: No
Last Entry Date: 1/11/2000

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:

- 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.
- 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 Program's (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.

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 aggregated, from any single non-UGA entity whose operations are related in any way to your professional responsibilities on behalf of UGA (instruction, service/outreach, and research)? Personal compensation includes salary, consulting fees, investments (stocks or stock options, but not mutual funds), equity, paid authorships, speaker's fees, intellectual property payments from any entity other than UGARF, etc. Please disclose equity, i.e., ownership, regardless of value.

Yes No [Clear](#)

If "Yes" then add details for each instance:

[+ Add](#)

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

2.0 Related Outside Activities:

* In the past 12 months did you (or your spouse or dependent children) hold any position with any non-UGA entity that is engaged in activity related to your professional research, instruction, or public service/outreach responsibilities on behalf of UGA? Or did you (or your spouse or dependent children) engage in any activities or relationships that could be perceived to have the potential for creating either a conflict or the appearance of a conflict with your institutional research, instruction, and public service/outreach responsibilities?

Yes No [Clear](#)

If "Yes" then add details for each instance:

Step 4 – Review the affirmation, and click “Ok” in the lower right corner. By doing this, you are signing the 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:

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:

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



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.

Robert Ross

Department: Franklin-Deans Business Office

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

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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