



Pre-Award and Compliance System (PACS) Conflict of Interest (COI) Module

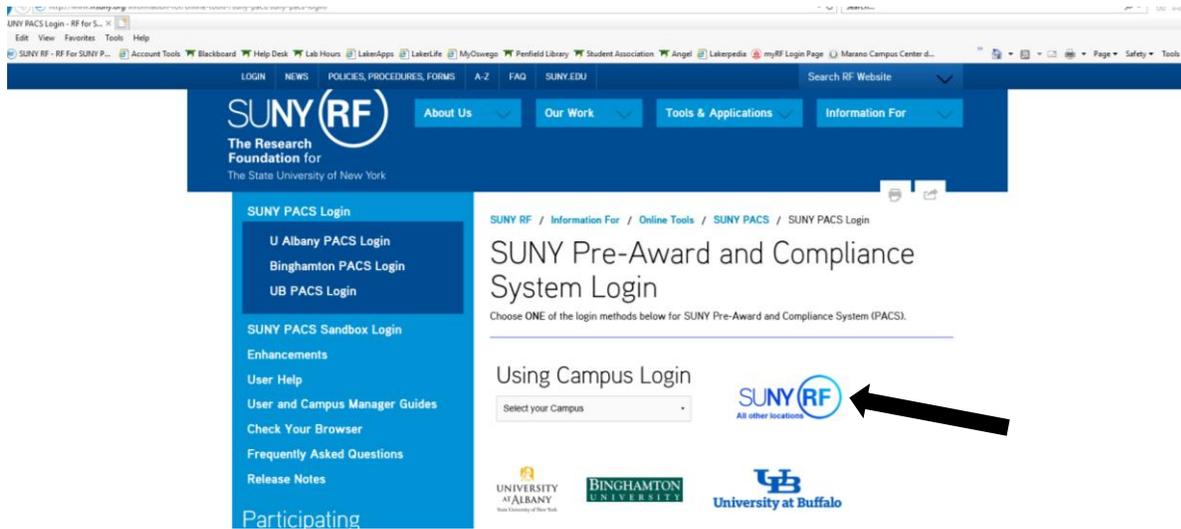
The following guidance provides information for submitting an Annual Conflict of Interest (COI) Disclosure in the Pre-Award and Compliance System (PACS).

Annual Disclosure

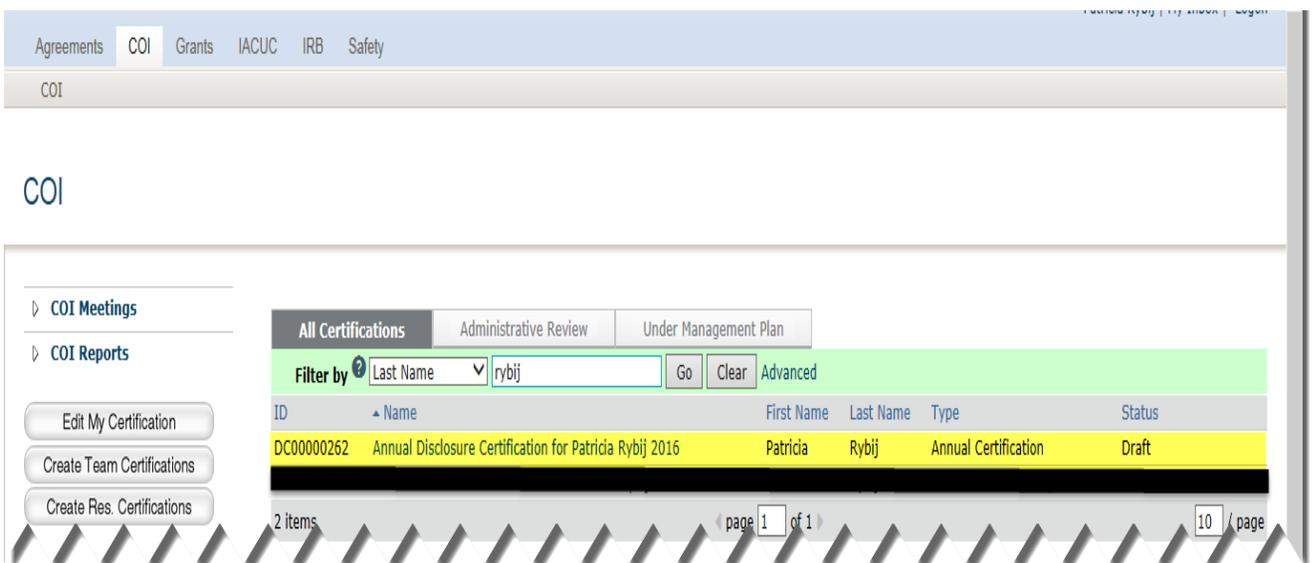
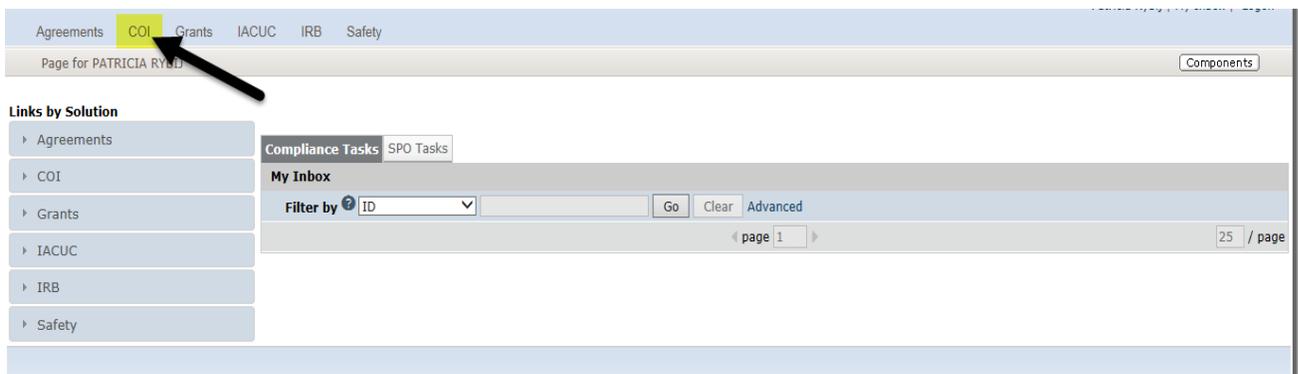
- An annual COI disclosure needs to be submitted no later than November 1st of every year.
- Even if you have no outside organizations or companies with which you or an immediate family member have a financial relationship, you will still need to complete the annual disclosure indicating that no conflicts exist.
- If there are any changes during the year, you should disclose any financial interests of yours and your immediate family member(s) within 30 days of acquiring or discovering the interest, by updating the financial disclosure in PACS COI.
- You may be asked to provide additional information while your Disclosure Certification is being reviewed.
- If a Management Plan is deemed to be necessary, your agreement to the plan must be documented prior to any funding related to your Significant Financial Interest (SFI(s)) or Significant Obligations (SO(s)) being released. If a Management Plan is in place and approved by the Institutional Official, you are responsible for all its terms, conditions and actions.

1. Submitting an Annual Disclosure in PACS

- 45 days prior to your annual disclosure being due, you will receive your first automatic notification from the system. That notification and every subsequent one sent will provide you with a link that will prompt you to login and will take you to your annual disclosure to select, update and submit.
- If you delete the email message or do not receive the email notification to submit your annual disclosure, please go to the following website: <http://www.rfsuny.org/information-for/online-tools/-suny-pacs/suny-pacs-login/> and log into the PACS Portal for **ALL OTHER SUNY LOCATIONS** using RF portal ID and password.



- Once logged in, click the COI tab at the top to access your annual disclosure. See screen shot below.



- Select your Annual Disclosure Certification and select “edit” to begin.

- Answer all questions on the Smart Form pages and continue.
- Once complete, check the box indicating you are ready to submit and select “Finish”

Edit: Disclosure Certification - DC0000055

You Are Here: Annual Disclosure Certificatio... Finish

Annual Certification for Rebecca Simms (pi)(030) : Assurance and Certification

- I hereby acknowledge that I have read and understand the Financial Conflicts of Interest Policy.
- I affirm that the information provided is to the best of my knowledge true and complete and does not misstate any facts.
- I will provide any additional information as requested by my campus.
- I agree to cooperate in the development of any needed *Management Plan* as required per the Federal Regulations to manage, reduce, or eliminate existing conflicts of interest or obligations related to my research. I agree to comply with the terms and conditions contained in any *Management Plan*.

Disclosures Under Review:

Organization	Disclosure Type(s)	Total Value
General Atomics Electronics Systems Inc	Equity (shares / options / private ownership) in external company	\$25,000.00

Reviewed Disclosures:

Organization	Disclosure Type(s)	Total Value
There are no items to display		

*****BEFORE YOU FINISH*****

To save your disclosure certification for completion at a later time: DO NOT check the confirmation box and click "Finish"

To finalize and submit your disclosure certification for review: DO check the confirmation box and click "Finish"

My disclosures are up-to-date and accurate and I confirm that I understand and agree with the above statements.

Then select “Submit Disclosure” on the left side of the form to complete the process.

Rebecca Simms (pi)(030) | My Inbox | Logoff

Home Courses Agreements **COI** Facilities Grants IACUC IRB Safety

COI Submissions > Annual Disclosure Certification for Rebecca Simms (pi)(030) 2017 Components

Draft Type: Annual Certification | ID# DC0000055 Discloser: **Rebecca Simms (pi)(030)** | Phone: 716-645-5000

My Current Actions

Edit

Printer Version

Submit Disclosures

Log Comment

Disclosures History

Notes to Discloser

This institution is committed to ensuring its faculty an open and productive environment in which to conduct teaching, patient care, and research. The institution's concern conflict of interest reflects the ever-increasing complexity of our society, our various relations with each other and with outside institutions, along with the heightened national and governmental sensitivity to such matters.

Principal investigators should ensure that any staff, students, or other employees who participate in the design, conduct, or reporting of research, complete a COI disclosure form. Additionally, anyone engaged in any sponsored program, whether or not involving research, must complete an annual disclosure form. Disclosures must also be updated during the year whenever interests change.

To prepare for completing this form, you may want to collect the following documents:

- any consulting agreements you have signed this year
- receipts from travel paid by outside companies
- any stock option agreements
- your stock portfolio summary
- your IRS 1040 and/or 1099 forms.

To get started: Click on the "Edit" button to the left, under "My Current Actions".

My Disclosures

Organization	Publicly Available	Relationships	Disclosure Types	Significant? Total
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