



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

The following memo outlines information for submitting an Annual Disclosure and a Research Certification

### What's the difference between Annual Disclosure and Research Certification?

- An annual disclosure is submitted once a year through the COI module of PACS
- The annual disclosure should be updated whenever you have a change to the one on file
- The research certification is done for EACH award received

### Annual Disclosure

- An annual disclosure is to be submitted no later than November 1<sup>st</sup> 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 still need to complete the annual disclosure indicating there is no conflict.
- 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 as your Disclosure Certification is reviewed.
- If a Management Plan is required, 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 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**, then **RF Website Account** using RF portal ID and password.

# SUNY Pre-Award and Compliance System (PACS) Login

Please read ALL information to ensure you select the correct login method.

Select ONE of the below login methods. Note: If you are at Binghamton University or University at Buffalo go to the [main page](#) and select your campus.

## PACS Login with RF Website Account

- If you have an account to access the RF internal website, Self-Service or Oracle Business applications [click here to log in to PACS with your RF website account.](#)

## PACS Login with PACS Account

- If you don't have an RF website account, [click here to log in with your SUNY PACS account.](#)
- Don't have a SUNY PACS account?

- Once logged in, if you click the COI tab at the top, your annual disclosure will be located here. See screen shot below.

Agreements **COI** Grants IACUC IRB Safety

Page for PATRICIA RYBIJ Components

**Links by Solution**

- Agreements
- COI**
- Grants
- IACUC
- IRB
- Safety

Compliance Tasks SPO Tasks

**My Inbox**

Filter by ID [dropdown] Go Clear Advanced

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Agreements **COI** Grants IACUC IRB Safety

COI

**COI**

COI Meetings

COI Reports

Edit My Certification

Create Team Certifications

Create Res. Certifications

All Certifications Administrative Review Under Management Plan

Filter by Last Name [dropdown] rybij Go Clear Advanced

ID	Name	First Name	Last Name	Type	Status
DC00000262	Annual Disclosure Certification for Patricia Rybij 2016	Patricia	Rybij	Annual Certification	Draft

2 items page 1 of 1 10 / page

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

- Answer all questions on the Smart Form pages and continue.
- When done, select “Finish” and make sure you select “Submit Disclosure” on the left side to complete the process. See below.

You Are Here: Annual Disclosure Certificatio... Edit: Disclosure Certification - DC0000055

<< Back Save | Exit | Hide/Show Errors | Print... | Jump To: Assurance and Certification 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.

<< Back Save | Exit | Hide/Show Errors | Print... | Jump To: Assurance and Certification

Home Courses Agreements COI Facilities Grants IACUC IRB Safety Rebecca Simms (pi)(030) | My Inbox | Logoff

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 insitutions, 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 Traded	Relationships	Disclosure Types	Significant?	Total
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## 2. Research Certifications

- A research certification is created within PACS when:
  1. A new award comes in.
  2. A new study team member is being added to a funded study.
- A research certification is a study/award specific way to either update your annual disclosure or certify that no changes need to be made to your annual.
- Upon award, a research certification is created for the PI, Co-I's and key personnel.
- You will receive a system-generated email with a link to the research certification. Should you not receive the email or it gets deleted, follow the link above and hit the COI tab at the top, it will be in your inbox.
- The research certification will include the study or award number, as well as the project name, your role and project type.

The screenshot shows a web interface for a research certification. At the top, there is a navigation bar with links for Home, Courses, Agreements, COI, Facilities, Grants, IACUC, IRB, and Safety. The user is identified as Rebecca Simms (pi)(030) with links for My Inbox and Logoff. The page title is "COI Submissions > Research Initiated Certification for Rebecca Simms (pi)(030): MODCR00000123".

The main content area is titled "Draft" and shows the type as "Research Initiated Update" with ID# DC00000042 and discloser "Rebecca Simms (pi)(030)". It includes buttons for "Edit" and "Printer Version". There are also "Submit Disclosures" and "Log Comment" buttons.

The "Disclosures" tab is active, showing "Research Certification Instructions". The instructions state: "You must recertify that all of your financial disclosures are up-to-date in the system because of your involvement in the following research project(s):". The project details are: Research Project ID: MODCR00000123, Research Project Name: Test, Research Project Role: Principal Investigator, and Research Project Type: IRB. A reminder states: "Remember that you must disclose any financial interests that could be reasonably construed as related to the design, conduct, recruitment, or enrollment of subjects in the above research."

The "Notes to Discloser" section states: "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 with 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 wish to review the following document."

- Select the "edit" button and continue through the Smart Form pages to review the information that was populated from your annual. Should you need to make any changes, you can do so now. If your disclosure is accurate and up to date finalize and submit your disclosure.

- When done, select “Finish” and make sure you select “Submit Disclosure” on the left side to complete the process. See below.

You Are Here: Research Initiated Certificati... Edit: Disclosure Certification - DC0000042

<< Back Save | Exit | Hide/Show Errors | Print... | Jump To: Assurance and Certification ▾ Finish

### Research Initiated Update for Rebecca Simms (pi)(030) : Assurance and Certification

- I hereby acknowledge that I have read and understand the Financial Conflicts of Interest Policy.
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Home Courses Agreements **COI** Facilities Grants IACUC IRB Safety Rebecca Simms (pi)(030) | My Inbox | Logoff

COI Submissions > Research Initiated Certification for Rebecca Simms (pi)(030): MODCR00000123 Components

**Draft** Type: Research Initiated Update | ID# DC0000042 Discloser: **Rebecca Simms (pi)(030)** | Phone: 716-645-5000

**My Current Actions**

Edit

Printer Version

**Submit Disclosures**

Log Comment

My Disclosures

Meetings

Reports

COI Discloser Quick Reference

COI Advanced Reports Reference

COI QuickStart Guide

**Disclosures** History

**Research Certification Instructions**

You must recertify that all of your financial disclosures are up-to-date in the system because of your involvement in the following research project(s):

**Research Project ID:** MODCR00000123  
**Research Project Name:** Test  
**Research Project Role:** Principal Investigator  
**Research Project Type:** IRB

Remember that you must disclose any financial interests that could be reasonably construed as related to the design, conduct, recruitment, or enrollment of subjects in the above research.

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