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:
- Individuals appointed through the academic personnel system with research, teaching, outreach, or service institutional responsibilities
- Individuals who have independent responsibility for proposing, conducting, or reporting the results of University research and other sponsored projects
- Examples of those who may be required to disclose include:
  - Fixed term and tenure track professors
  - Postdoctoral fellows
  - Research associates
  - MSU extension positions (e.g. program directors, specialist, etc.)
  - Principal Investigators, Co-investigators, and Key Personnel listed on research proposals

WHEN:
- Project Disclosures can be submitted for Proposal Development, Institutional Proposal or Award e-Docs
- MSU researchers must tender Project Disclosures even if they have no Significant Financial Entities

NOTE: New Project Disclosures can only be made for Proposals that have been submitted into routing—Proposal Development e-Docs that are only saved in the KC system do not provide the link for disclosing for that project. Disclosures can also be created for Institutional Proposals and Awards.

HOW:

To complete a Project Disclosure in KC

1. Login in to KC.
2. From the KC Main Menu, with the Researcher tab selected, click on the Complete Disclosure for a Research Proposal link in the Conflict of Interest channel.
• The **New Projects for Disclosure** screen appears. This screen contains three tabs. All the Reporter’s research projects—new Proposals, Institutional Proposals and Awards that do not yet have completed project disclosures—will be listed.
3. Locate the Proposal, Institutional Proposal, or Award on the left side of the screen. In the Action column on the right side, click the appropriate Report Coi link.

- The KC COI Disclosure screen displays with the Reporter panel open, showing the Reporter’s contact information.

4. Click on the show button to show the COI Screening Questionnaire (Incomplete)* subpanel.

*If you have already completed an Annual Disclosure, the COI Screening Questionnaire will be labeled as (complete).

- The subpanel asks a question:

  “Do you have any significant financial interests related to your MSU responsibilities?”
5. 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.

![Project & Financial Entity Relationships Panel]

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.

![Related to this Project Drop-down]

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.

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

### 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 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?

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

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