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:

- All MSU faculty and academic staff who are Investigators, Co-investigators, or Key Personnel on research projects sponsored by any U.S. Public Health Services (PHS) agency, or other agencies that follow PHS FCOI Regulations who have travel sponsored or reimbursed by a non-governmental entity.

- Examples of PHS agencies include:
  - Centers for Disease Control and Prevention (CDC)
  - Food and Drug Administration (FDA)
  - National Institutes of Health (NIH)

- Non-PHS agencies that adhere to PHS FCOI regulations include:
  - American Cancer Society (ACS)
  - American Heart Association (AHA)
  - American Lung Association (ALA)
  - Arthritis Foundation (AF)

- The requirement to disclose paid or reimbursed travel expenses applies only to researchers on PHS-sponsored projects.
- If the travel is related to the PHS-funded research—it does not need to be disclosed, as it’s being documented as part of the award budget.
- Travel that is sponsored by other entities is what needs to be disclosed.

For a complete list of agencies that follow PHS FCOI regulations, go to http://nrc59.nas.edu/pub/fcoi_agencies_phs_regs.html

WHEN:

Anytime a PHS researcher has travel paid for or reimbursed by an entity other than:

- Domestic (U.S.) federal, state or local government
- Domestic institution of higher learning
- Academic teaching hospital
- Research institute that is affiliated with an institution of higher education
JOB AID

Creating a Travel Disclosure

HOW:

Creating a Travel Disclosure in KC

1. Login in to KC.

2. From the KC Main Menu, with the Researcher tab selected, click on Complete Sponsored/Reimbursed Travel Event in the Conflict of Interest channel.

- The KC COI Disclosure screen appears. This screen contains five panels, and the Reporter and Certification panels will be displayed open. The Reporter panel will display all of your contact information.

4. From the New Event Project subpanel, select Travel Disclosure from the dropdown menu (it is the only choice available).

5. Click add.
NOTE: After you have added your travel information, you can move to the bottom of the screen and click to save the e-Doc and complete it later.

- If you have already entered Financial Entities in KC, make a selection for each entity in the drop-down list, under the **Related to this Project?** column, to indicate whether this travel is related to the Financial Entity.

6. On the **Certification** panel, place a check in the checkbox on the left side of the panel and click **submit**.

- KC will automatically run Data Validation when the **submit** action button is clicked. It will point out any errors so you can rectify them.

7. Next, KC will pose the this 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.

   ![Image of Data Validation](image)

- If the answer is no, click that button and you are finished (document header will indicate **Routed for Review**).
• If the answer is yes, click it and KC will launch the New Financial Entity tab of the Financial Entities screen. Fill out the required fields and answer all the questions posed. For detailed instructions on completing this tab, refer to the job aid titled “Enter a New/Changed Financial Entity.” After entering Financial Entity information, you will return to the Travel Disclosure screen.

• Scroll to the Manual Event and Financial Entities panel and update your Related to this Project? answers for the new financial entity.

8. Scroll to the bottom of the page again and place a checkmark in the box on the Certification panel, place a check in the checkbox on the left side of the panel and click submit.

• After the Disclosure is submitted, the Document Header at the top of the screen will show Routed for Review: Submitted for Review in the Disclosure: Review Status field.