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 appointed through the academic personnel system with research, teaching, outreach, or service institutional responsibilities. This Policy also applies to other individuals who have independent responsibility for proposing, conducting, or reporting the results of University research and other sponsored projects.

WHEN:

- After a person submits their first disclosure in KC (or after a disclosure is converted from e-Transmittal into KC), disclosure updates must be submitted and certified within one year of the most recent disclosure.

HOW:

**Updating an Annual (Master) Disclosure in KC**

1. Login in to KC.

2. From the KC Main Menu, with the Researcher tab selected, click on the Update My COI Disclosure link in the Conflict of Interest channel.
The KC COI Disclosure screen appears. This screen contains six panels. The Reporter panel will display all of your contact information.

3. Click on the show button to show the COI Screening Questionnaire (Complete) subpanel.
*The subpanel asks a question:

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

4. 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.
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.

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 titled “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 upon whether you already have reported a financial entity:

- If you have previously reported financial entities, KC will ask:

  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 submit your Master Disclosure update and return you to the Master Disclosure tab. 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.

- If you have not yet reported any financial entity, KC will ask:

  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?

  ➢ Answering No will save your disclosure update for you to complete at a later time.

  ➢ Answering Yes to this question 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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5. Exit the KC application by clicking the close action button at the bottom of the screen.