

Submitting an Amendment

University of Central Florida's Conflict of Interest & Commitment System

This Training Session will cover:

- ❖ **Submitting an Amendment**
 - Accessing the form
 - Adding or Removing Responses
 - Submitting the Amendment

Training Sessions available separately:

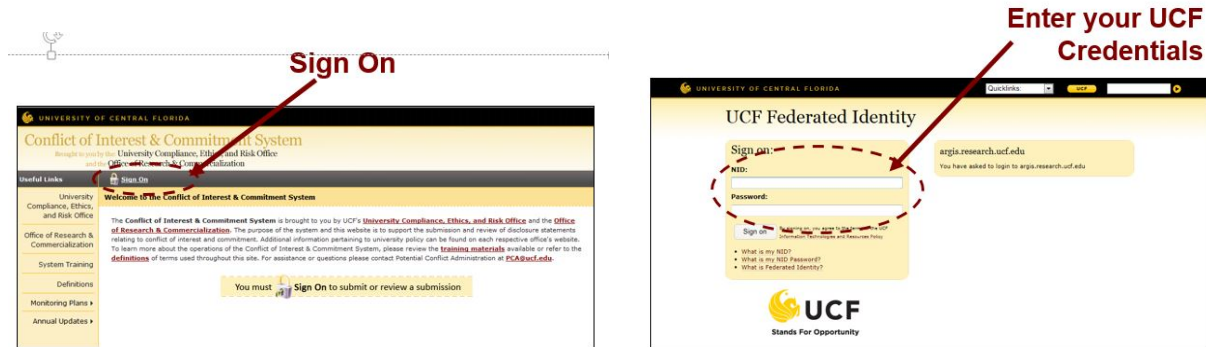
- ❖ **Introduction**
- ❖ **Guidance for Responding/Reviewing Disclosure Questions**
- ❖ **Submitting an Annual Disclosure**
- ❖ **Editing an Annual Disclosure or Amendment**
- ❖ **Reviewing a Disclosure**
- ❖ **Definitions**

❖ Accessing the form

Directly access the COI System at <https://argis.research.ucf.edu/coi>

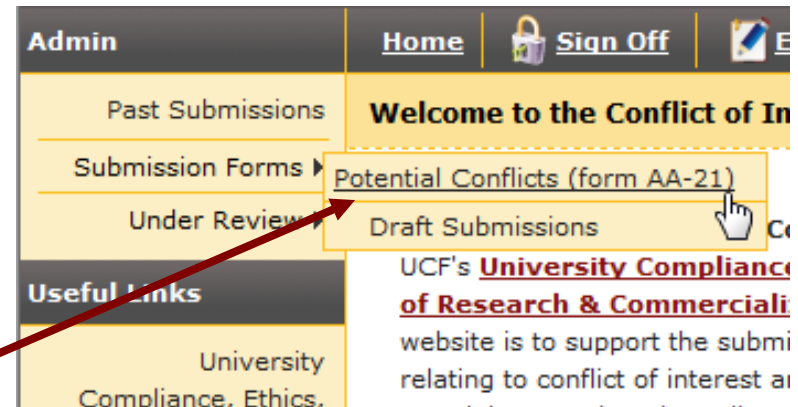
Sign On

Use your UCF credentials when prompted to Sign On



Once signed on, the left menu will adjust.

To complete an Amendment to your annual disclosure, you will access the form located under **Submission Forms/ Potential Conflicts (form AA-21)**



Submitting an Amendment to your Annual Disclosure

❖ Submit the Amendment

- An amendment to your annual disclosure can be made **by completing the AA-21 form again.**
- The form will be labeled as an **“Amendment”**.
- All 12 questions must be answered, but instead of answering ‘Yes’ or ‘No’ you will instead choose:**

- Add/Remove Response to/from Annual Disclosure**
- No Change to Annual Disclosure**

- The **“Add/Remove Response”** allows an activity to be added **OR** to show an activity previously submitted has ended. **Responses to all questions are required.**

UNIVERSITY OF CENTRAL FLORIDA
Conflict of Interest & Commitment System
Brought to you by the University Compliance, Ethics, and Risk Office and the Office of Research & Commercialization

Admin Home Sign Off Edit My Profile

Past Submissions Potential Outside Activity, Employment, and Conflict of Interest and Commitment Disclosure (AA-21)

Submission Forms Under Review Reports

Useful Links Need help? Review the training materials available or contact Potential Conflicts Administration at PCA@ucf.edu.

AMENDMENT TO ANNUAL DISCLOSURE - ONLY ADDITIONS ARE SHOWN BELOW

UNIVERSITY OF CENTRAL FLORIDA
POTENTIAL OUTSIDE ACTIVITY, EMPLOYMENT, AND CONFLICT OF INTEREST AND COMMITMENT DISCLOSURE (AA-21)
Reporting Period: 08/08/2012 - 08/07/2013

Purpose:
The purpose of this disclosure statement is for all faculty, post docs, and executive service to ensure that no unresolved conflict exists between their primary university commitments and their outside activities, interests, and commitments. This statement conforms with Florida Statutes; policies of the Board of Governors (BOG) and the University of Central Florida (UCF); provisions of the Board of Trustees-United Faculty of Florida Collective Bargaining Agreement; and current federal guidelines requiring disclosure for professional activities of faculty members, administrators, and investigators. This statement establishes specific facts to help your supervisor and other appropriate university officials determine whether a potential conflict exists so they can manage or eliminate the problem when possible. If a conflict is identified upon review by your supervisor or other appropriate university officials you will be notified and the conflict must be resolved.

Procedure:
This form must be completed at least annually, regardless of whether or not there are any outside activities, interests, or commitments to report. Failure to disclose the required information in a timely fashion is insubordinate and subject to disciplinary action up to termination of your employment with the university. A new disclosure form must also be submitted at any subsequent point during the reporting period that it becomes necessary to disclose any new or anticipated outside activity, interest, or commitment that has occurred or is expected to occur during that reporting period. Timely and complete disclosure of outside activities and potential conflicts of interest and commitment protects you from suspicion and accusations of breach of academic integrity. Information on policies, regulations, and requirements, as well as directions for completing the potential conflicts of interest & commitment form and the review process, is available on the Office of Faculty Relations website. A list of definitions for some of the terms referenced below is available by selecting the linked words. For assistance you may also contact the Potential Conflicts Administration email, PCA@ucf.edu

Sponsored and Non-Sponsored Research
The university promotes objectivity in research by establishing policies and procedures that provide a reasonable expectation that the design, conduct, and reporting of research will be free from bias resulting from an investigator financial conflict of interest. Questions 1, 2 & 3 apply to an investigator planning to participate (proposal application) in or is engaged in the design, conduct and/or reporting of the research.

NOTE: For each question answered "Yes", all sub-questions that appear are required and must be answered. Upon answering all sub-questions, use the "Add/Save Response" button to submit your answers to the question. Multiple responses may be submitted to each question.

Response: Add/Remove Response to/from Annual Disclosure No Change to Annual Disclosure

1. During the reporting period do you and/or your immediate family, have a financial interest related to your institutional responsibilities, in a publicly or non-

2. During the reporting period have you been reimbursed, either directly or on your behalf for any extramural travel that is related to your institutional responsibilities? [See reporting exclusions] (New employees should report the value of extramural travel (paid directly to you or on your behalf) in the last 12 months and during the current reporting period.)

Response: Add/Remove Response to/from Annual Disclosure No Change to Annual Disclosure

3. Will the value of intellectual property (patents, copyrights, trademarks), upon receipt of income to you and/or your immediate family, during the reporting period, equal or exceed the value of your institutional responsibilities? [See reporting exclusions] (New employees should report intellectual property rights received in the last 12 months and during the current reporting period.)

Response: Add/Remove Response to/from Annual Disclosure No Change to Annual Disclosure

❖ After making a selection from the “Under Review” menu:



The screenshot shows the 'Conflict of Interest & Commitment System' interface. The main content area displays a submission for 'Suhada Jayasuriya - Items Requiring Your Attention'. A red dashed circle highlights the 'Potential Conflict Reporting (1)' link. Below this, the submission details for 'Dr. John Smith' are shown, including the submission date '09/08/2011 (ID: 3539)' and the list of reviewers: 'Smith, Dr. John', 'Jayasuriya, Suhada', 'Backman, Mr. Douglas', and 'Serra, Christina'. A green arrow points to the name 'Jayasuriya, Suhada' in the reviewer list, with a text box stating 'Green arrows () indicate current reviewer'.

- Select the Potential Conflict Reporting tab.

- The reviewers involved will be displayed, along with dates and comments if the form was sent back and forth.

- Select the date of submission to view the form and any review comments made to date.

- ❖ Information on COI policies, regulations, and requirements are available on the following websites:
 - University Compliance, Ethics, and Risk Office
<http://compliance.ucf.edu/conflict-of-interest>
 - Office of Research- Research Integrity Compliance
<http://www.coi.ucf.edu>
- ❖ For assistance or questions contact the Potential Conflicts Administration email, PCA@ucf.edu