Financial Conflict of Interest (FCOI) Discloser's Guide

Office of Export Controls, Conflict of Interest, and Responsible Conduct of Research
Division of Research

Introduction

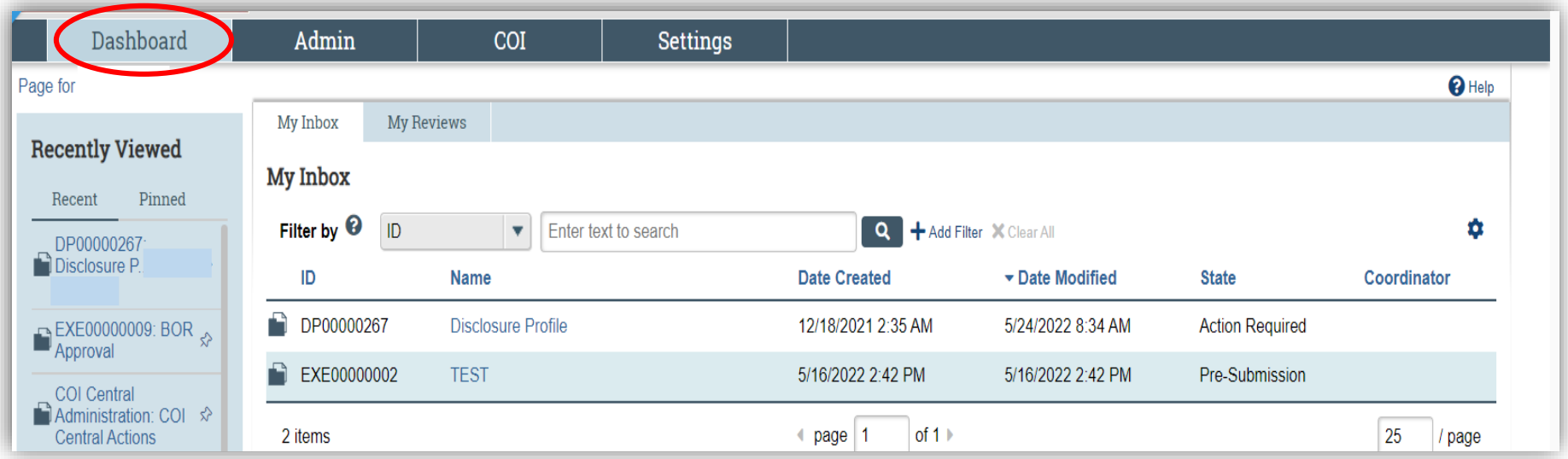
This guide shows how to perform “Discloser” activities in the Huron system to identify potential conflicts and to ensure that actual conflicts are properly managed.

The **Disclosure Profile** is the focal point of the Huron system for the discloser. It provides a summary of a discloser’s interests and other outside activities. The Huron ***Disclosure*** is replacing both the *Financial Conflicts of Interest* (FCOI) disclosure forms that were previously submitted using the FCOI module in Maestro and the TEES Annual Disclosure Questionnaire (ADQ) that was previously submitted through Laserfiche.

Navigation and Basic Tasks (Dashboard)

To log in, please click here or copy and paste the following link in your web browser to log in using your SSO credentials: https://tamu.huronresearchsuite.com/

When you first log in, you will be on your Dashboard, which is the starting point for finding items and performing many basic tasks.



To find key items

From your Dashboard, you will see:

My Inbox: Items that require you to take action.

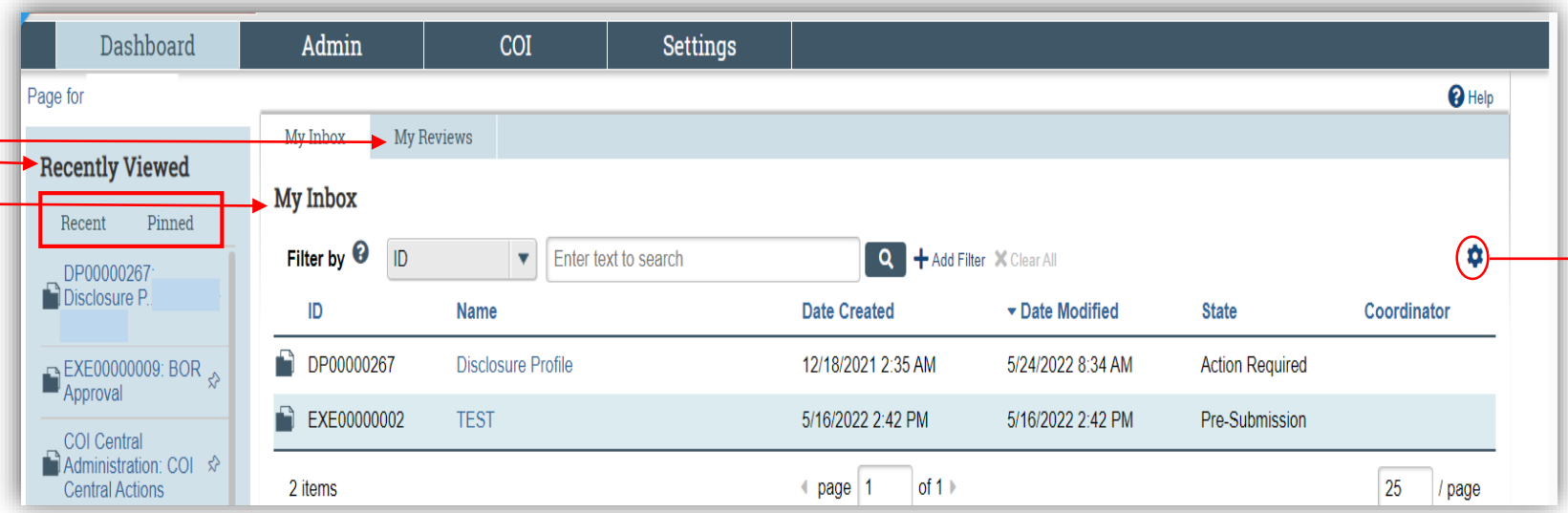
My Reviews: Items assigned to you to review if you are a reviewer. These are a subset of the items in “My Inbox”.

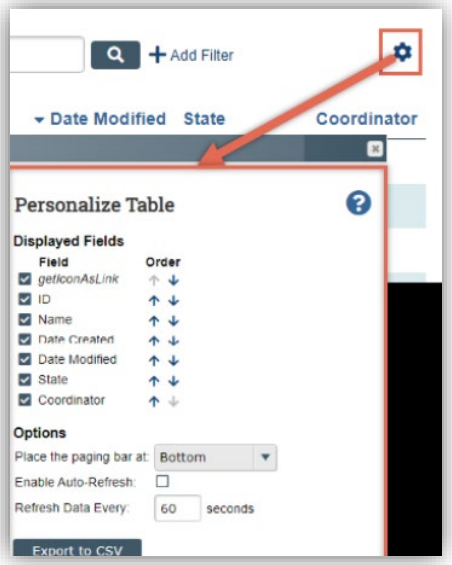
Recently Viewed:

Recent: The last several items you viewed. Scroll through this list to find an item you worked on recently.

Pinned: You can pin the items in the Recently Viewed section for quick and easy access. This is where those pinned items are listed.

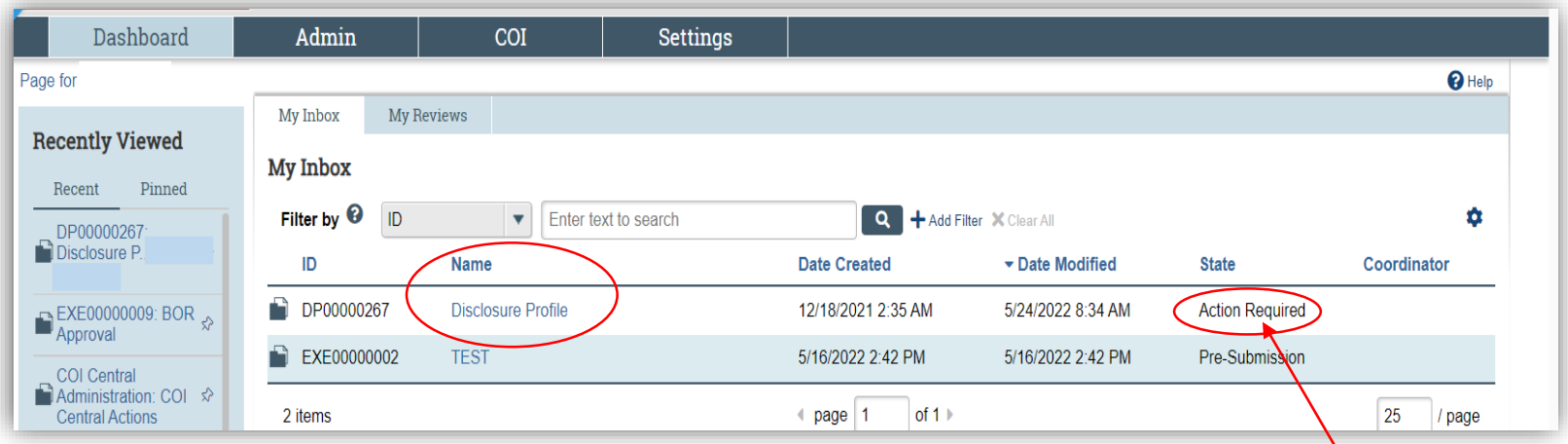
Personalize Table: You can alter the tables displayed on the dashboard by using the Personalize Table gear icon.



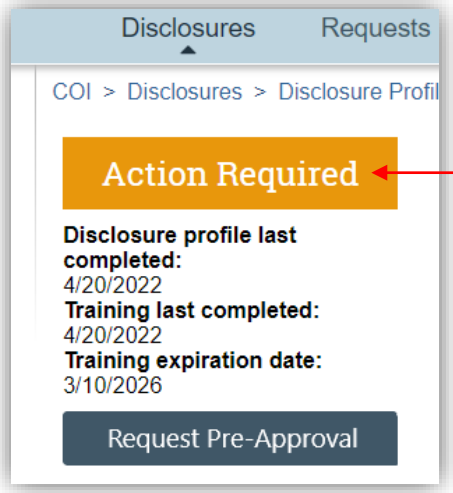


How to Update your Disclosure Profile

1. On your Dashboard, click on the **Disclosure Profile** task to access the disclosure profile form.



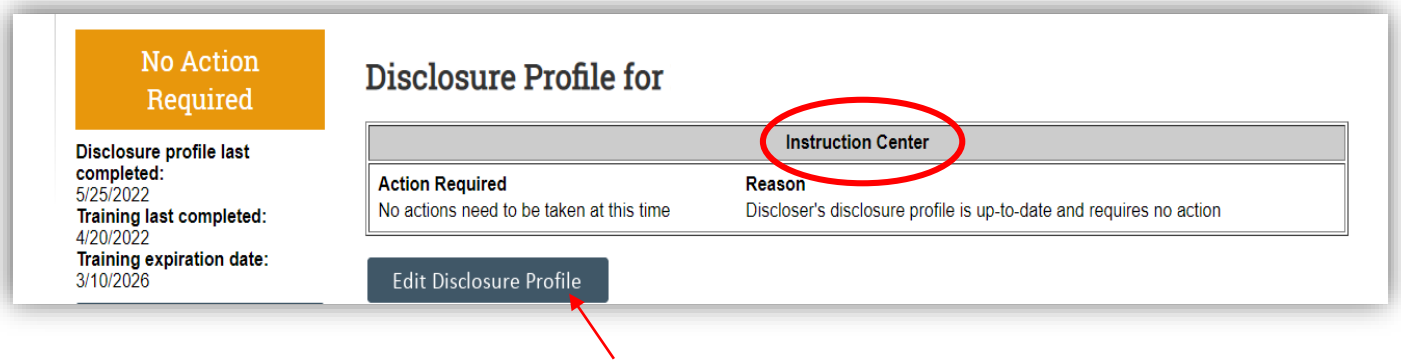
Note: You need to update your profile if your Disclosure Profile is in the **Action Required** state.



The **Disclosure Profile** is the focal point of the Huron system for the discloser. It provides a summary of discloser's interest and everything that was disclosed previously.

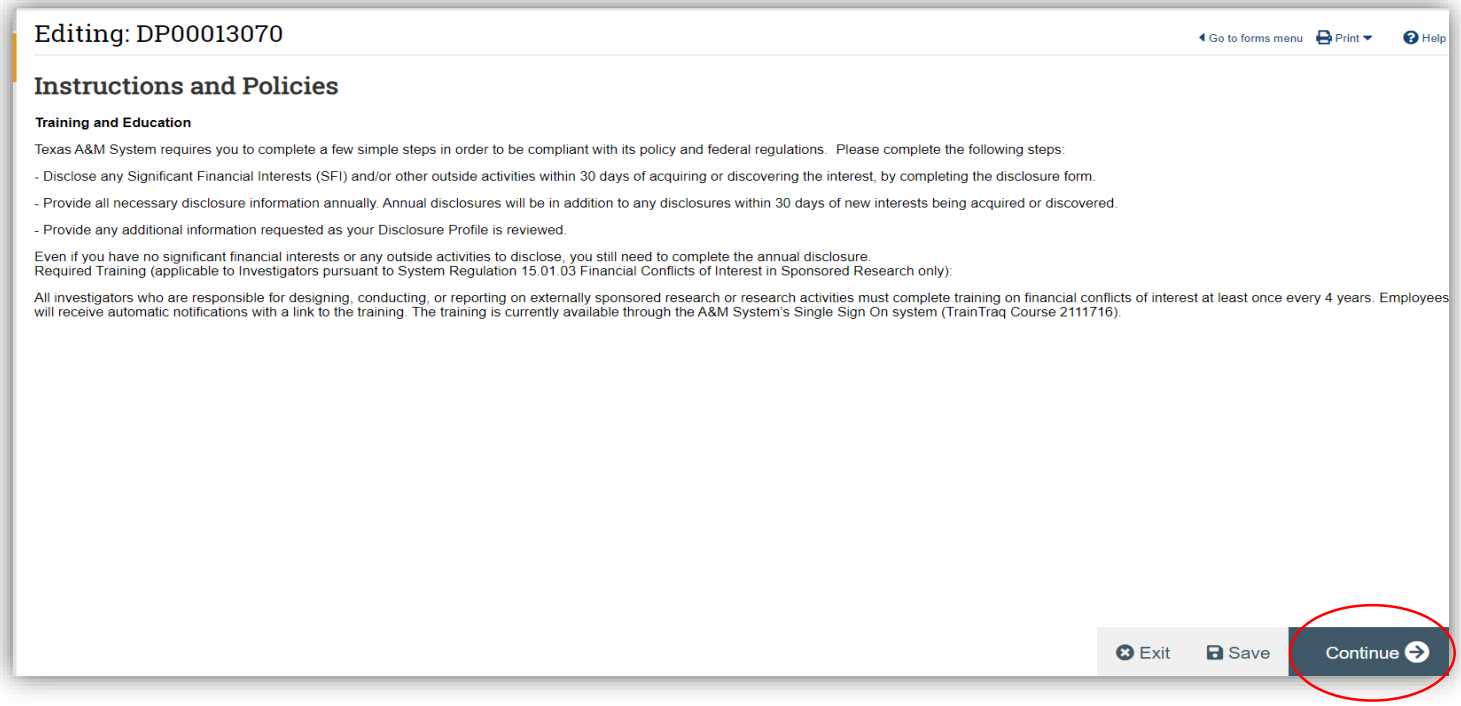
Disclosers need to disclose their interests related to their institutional responsibilities and complete training related to the regulations and the institution's conflict of interest policy per ***System Regulation* 15.01.03.**

As a discloser, you need to record your interests in the Huron system. You will receive an e-mail notification when you need to disclose your interests in the system. You can either click the link in the e-mail notification or go to your Disclosure Profile in the Huron application to disclose your interest. You can refer to the Instruction Center in the Disclosure Profile to see the required action and the reason for that action.



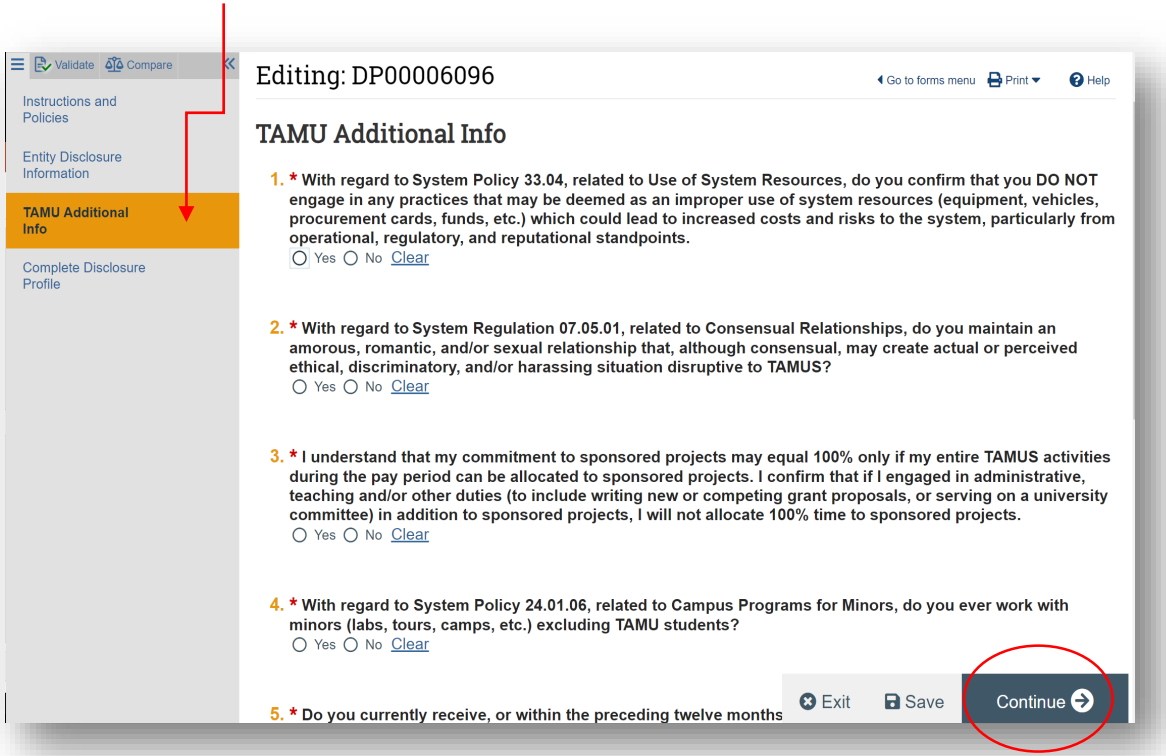
2. On the disclosure workspace, click Edit Disclosure Profile.

1. After you have completed the required ***2111716 - Financial Conflict of Interest*** training course through TrainTraq (or if you have completed it in the last 4 years) **select the check box** for *'I certify that I have read and understood the education materials presented to me'* on the Instructions and Policies page.
2. Click **Continue** to move to the next page.

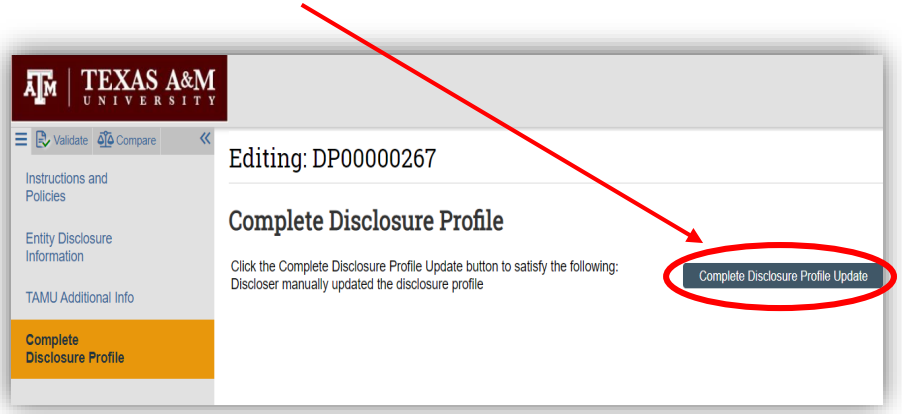


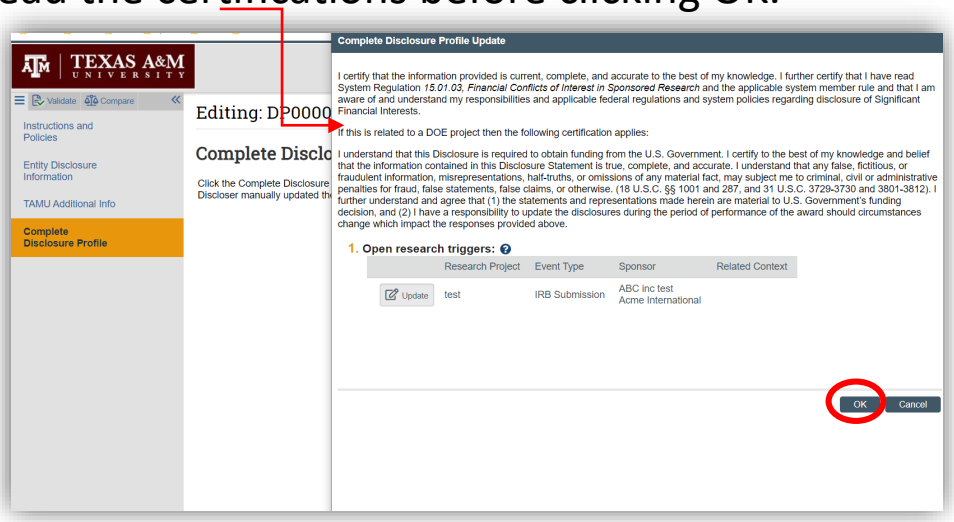
- If you **do not** have anything to disclose:

1. Please check no to question #1 and proceed with the remaining questions.
2. Click **Continue** to go to the TAMU Additional Info section.



3. After you have responded to all the additional questions, please click the **Complete Disclosure Profile Update** button and carefully read the certifications before clicking OK.





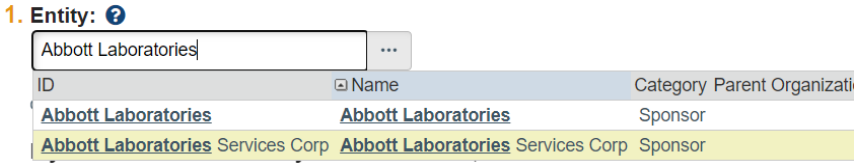
Note: The status of your Disclosure Profile moves to No Action Required .

- **<u>If you *do* have something to disclose:</u>**
  (Note: Individuals involved in research may see additional questions related to SFI)

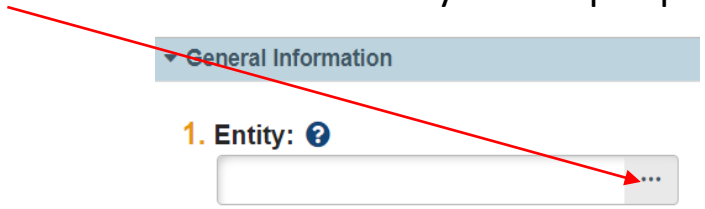
1. If you have any outside activities to disclose, please check yes to question #1 and skip to question #3. You will be directed to the applicable entity disclosure type in #2 based on your responses to all questions beginning with #3.
2. After responding to all the questions, please go back to questions #2 and Click **Add** in the entity disclosures section.

3. To add an entity, you have three options:

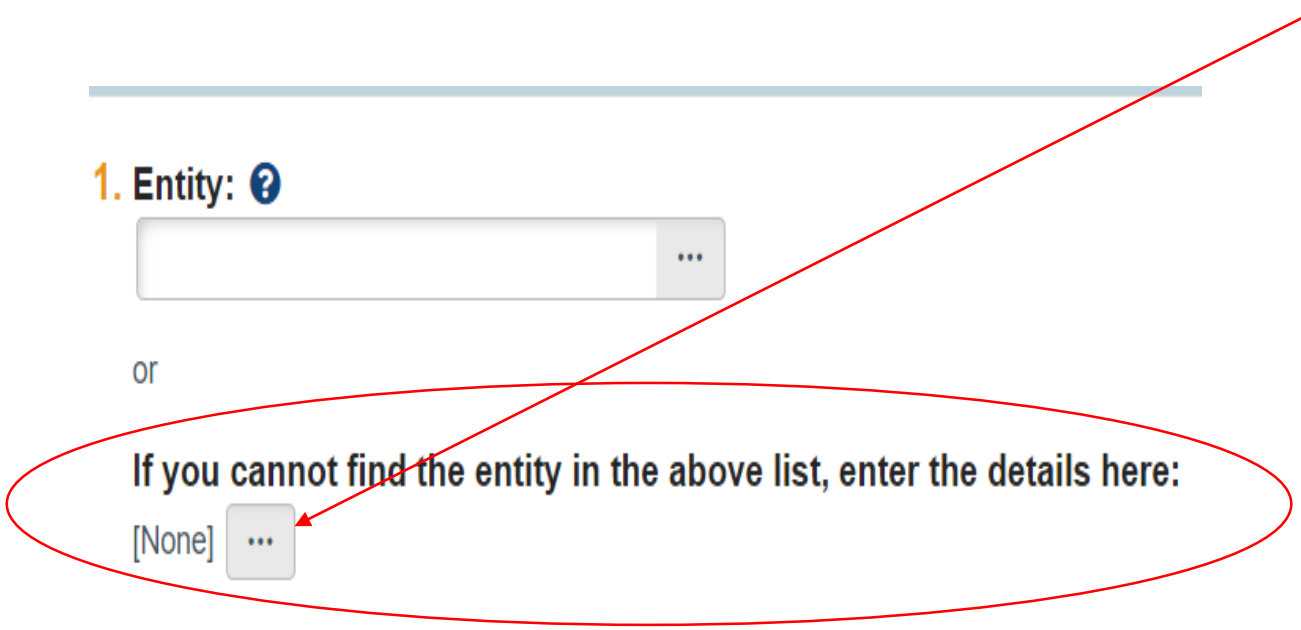
   - **Type the name** of the entity in the box and automatically the entity options will appear.



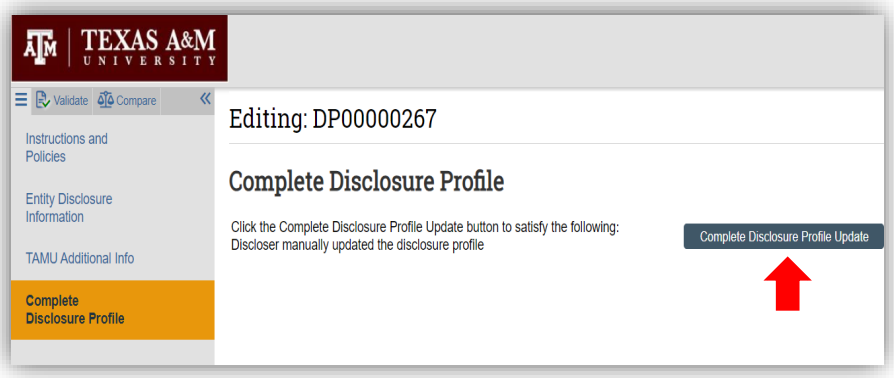
   - **Click on the browse button** to add the entity from a pre-populated list of organizations.

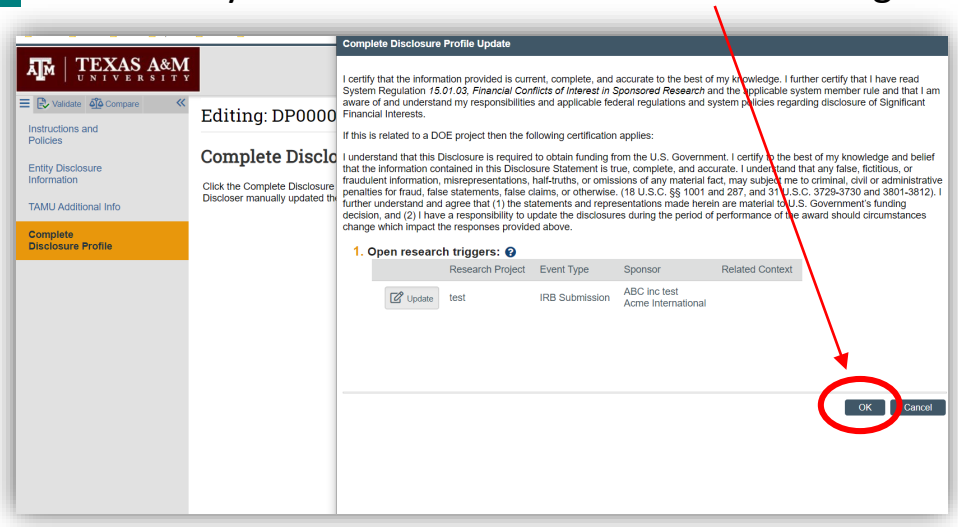


- If you cannot find the entity in the list of organizations, you can add it by clicking on the other browse button.



4. Proceed answering the remaining questions and click **OK** to add the entity disclosure or click **OK and Add Another** to add another entity disclosure.
5. Click **Continue** to proceed to the next section (TAMU Additional Info).
6. Answer the TAMU Additional Info questionnaire and click **Continue** to go to the Complete Disclosure Profile page.
7. **IMPORTANT!!** Click Complete Disclosure Profile Update and carefully read the certifications before clicking OK.



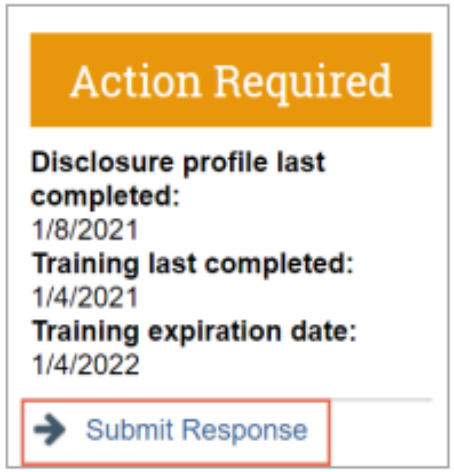


Note: Once your Disclosure Profile has been completed/updated, the disclosure status moves to <u>No Action Required</u>.

How to Respond to a Clarification Request

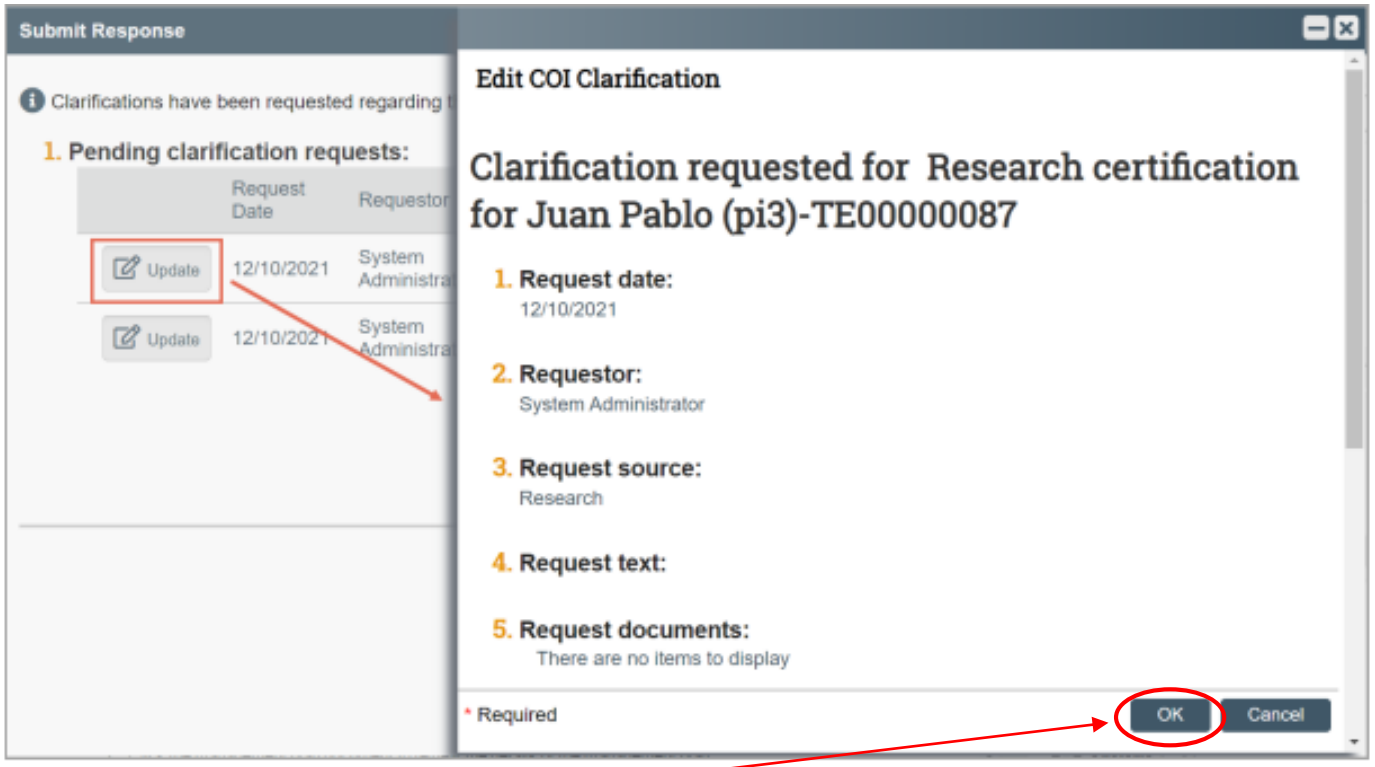
If a reviewer has questions or requires you to provide additional information about your disclosure profile or pre-approval request, you will receive an e-mail notification indicating this. Review the request details and then respond to the request. Depending on the request, you may need to update your **Disclosure Profile** or your **Pre-Approval Request**. Log in to the Huron system and navigate to your disclosure profile to respond to the clarification request.

1. On the disclosure workspace, click Submit Response.



2. Click **Update** next to the request you are responding to.

Note: There may be multiple clarification requests outstanding at the same time.



3. Then click **OK**

4. In the **Request** text field, review the request sent by the reviewer.
5. Review any attached documents.
6. In the **Response** text field, **type your response** to the reviewer and click **OK**. You can also attach documents that explain your response.

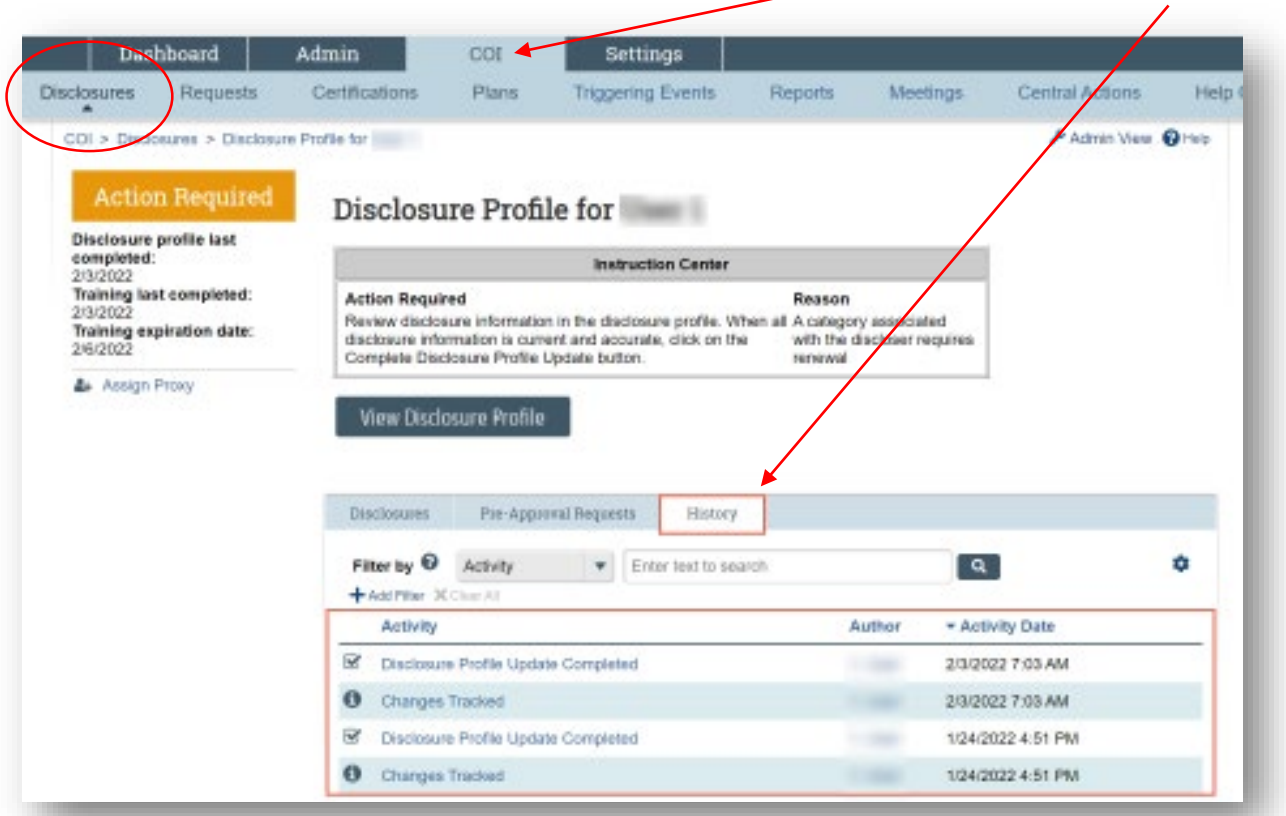
   Note: If you responded to the reviewer's request in a document, you can add the document in the Response documents field.

7. Click **OK**.

After you have responded to all outstanding clarification requests, your **Instruction Center** will be updated accordingly. If your disclosure profile is in a **No Action Required** state, you can log off the system.

To view your Disclosure history

From the disclosure profile workspace (under the COI tab), click the **History** tab.



The History tab lists the activities performed on a disclosure profile including any comments, attachments added, or disclosure profile updates.