

NO EXTERNAL INTERESTS TO DISCLOSE QUICK START GUIDE

Reporting of Financial Interests and External Professional Activities

Welcome: **Your name will be here** Reporting Organization: (40204) School of Medicine Adm **Your org will be here** [Home](#) [Logout](#)

ACTIONS TO PERFORM

You can select one of the following:

- [Create New Certification](#) **To create a new disclosure click here**
- Copy a prior disclosure - If external financial interests have been disclosed previously during the same annual cycle, the prior disclosure can be copied as a template for your update by selecting "copy" from the table below.

Title	Date Certified	Status	Creation Date			
No records to display. This person has not disclosed before. If s/he had, the previous disclosures would be listed here						

MOST RECENT UPGRADES TO THIS SYSTEM:

- You can copy("clone") reporting information from previous periods as templates for a current report. Click on "Copy" in the table above to begin that process.
- You now can make interim (non-annual) reports of material changes in your external financial interests. Such reports must be made within 30 days of any such event, per SOM policy.
- The enhanced "overview" page provides a snapshot of your progress.

**** IMPORTANT ****
There have been minor changes in wording throughout the system. However, the information requested is identical to the 2008 reporting period.

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Disclosure

UNIVERSITY OF VIRGINIA ANNUAL REPORTING OF FINANCIAL INTERESTS WITH OUTSIDE ENTITIES

The University of Virginia requires that the individuals listed below disclose all external financial interests that are related to their institutional responsibilities. This process allows the University to meet its legal obligation to review these relationships and, when necessary, to work with the individual to develop a plan to reduce, manage, or eliminate an associated financial conflict of interest.

You must complete and certify your disclosure if you are

- Faculty (Lecturer or above), regardless of your full time equivalent (FTE); or
- Responsible for the planning, conduct, analysis or reporting of research; or
- A School of Medicine core facility director.

If none of these applies, notify your department administrator that you are not required to complete this process.

NEW FOR 2012: WHAT YOU MUST DISCLOSE

Because of changes to Public Health Service and School of Medicine policies, you must disclose the following financial interests that are related to your institutional responsibilities, except as exempted below:

- For a single publicly traded entity, income + ownership interest totaling >\$5,000;
- For a single non-publicly traded entity, any ownership interest;
- For a single non-publicly traded entity, income >\$5,000;
- Any reimbursed or sponsored travel related to institutional responsibilities. *Disclose travel under "Income other than Consulting."*

EXEMPTIONS FROM DISCLOSURE (read carefully, as these have changed):

INCOME FROM CONSULTING (excludes travel)

- Income that is unrelated to your institutional responsibilities;
- Short-term speaking or teaching engagements provided to federal, state, or local government agencies, or an institution of higher education, or an academic medical center/research institute associated with an institution of higher education;
- Income from the review of grant/contract proposals or advisory boards on behalf of federal, state, or local government agencies, or an institution of higher education, or an academic medical center/research institute associated with an institution of higher education;
- For a publicly traded entity, income (in addition to ownership interest) that does not total more than \$5,000;
- For a non-publicly traded entity, income that does not exceed \$5,000;
- Consulting agreements to which the University of Virginia is a party (Option 2 consulting).

INCOME OTHER THAN CONSULTING (includes travel)

- Income that is not related to your institutional responsibilities;
- Salary received from University grants or contracts;
- For a publicly traded entity, income (in addition to ownership interest) that does not total more than \$5,000;
- For a non-publicly traded entity, income that does not exceed \$5,000;
- Income from financial instruments that you do not control (e.g., mutual funds);
- Income from the UVA Licensing and Ventures Group or University Physicians Group (formerly UVA Patent Foundation and Health Services Foundation, respectively);
- Reimbursed or sponsored travel paid by federal, state, or local government agencies, or an institution of higher education or an academic medical center/academic research institute associated with an institution of higher education;
- Travel paid by UVA funds, including sponsored research agreements.

OWNERSHIP INTERESTS

- Ownership interests that are unrelated to your institutional responsibilities.
- For a publicly traded entity, an ownership interest (in addition to income) that does not total more than \$5,000;

BEGIN THE PROCESS HERE:

Check yes below if you, your spouse, and your dependents combined, during the past twelve months held/received any of the following financial interests related to your institutional responsibilities, as described above: (1) total income + ownership interest in a publicly traded entity exceeding \$5,000, (2) any ownership interest in a non-publicly traded entity, (3) income from a non-publicly traded entity exceeding \$5,000, or (4) reimbursed or sponsored travel.

Yes No

You must check No

TO CONTINUE THE PROCESS:

IF YOU ANSWERED NO, click on Submit below and a new page will display. Follow the instructions on that page for completing the certification process (the only remaining step).

IF YOU ANSWERED YES, click on Submit below and a new page will display. Follow the instructions for disclosing financial interests due to CONSULTING, OTHER INCOME, or OWNERSHIP. Complete and submit a separate form for each outside entity and activity related to your disclosure. For example, if you receive consulting fees from two outside entities and serve in a management role for a third, you must complete three forms. Disclose travel as "Income other than Consulting." When you have completed disclosing your external activities, click on the Certify tab and follow the instructions to certify your responses.

RELEVANT UNIVERSITY AND SCHOOL OF MEDICINE POLICIES:

University COI Policy: http://www.virginia.edu/provost/docs_policies/conflict.html

School of Medicine COI Policy: <http://www.medicine.virginia.edu/administration/office-of-the-dean/administration/school-policies/Conflictsofinterest.pdf>

COI Frequently Asked Questions: http://www.virginia.edu/vprqs/coi/FAQs_to_coi_members.pdf

CONTACT INFORMATION:

If you have questions regarding this process, please contact conflicts@virginia.edu

Submit

Click here to submit

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 Certification

FACULTY CERTIFICATION

My submission of this document certifies:

1. I have provided a complete and accurate representation of the nature and extent of my financial interests in outside entities that are related to my institutional responsibilities.
2. I have read the UVA Policy on Conflict of Interest and the School of Medicine Policy on Conflict of Interest and Conflict of Commitment.
3. I understand that I have an ongoing responsibility to update my disclosure if my outside activities or interests change in the coming year. Updates must be entered in this system within 30 days.

Certify ← Click here to certify your statement

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Certification Completed ← Message confirms certification

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View or Print Certification if you want a copy

Title	Date Certified	Status	Creation Date		
Certification20120817_14:04:06	8/17/2012 2:09:13 PM	Complete	08/17/2012	View	Print

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