

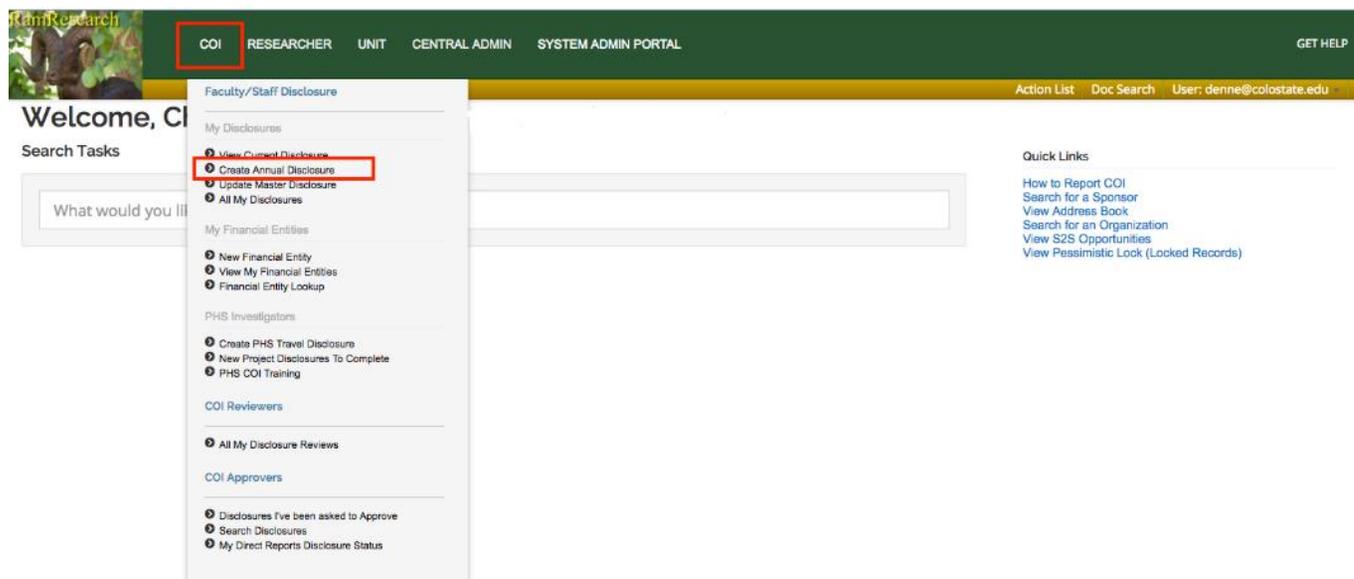
How To Report Annual COI

All Faculty and Administrative Professional employees at Colorado State University are required to perform Conflict of Interest disclosure Annually. This process is done electronically through the Kualu Research web application here at CSU.

Step by Step Guide

Accessing CSU Kualu Research & Creating an Annual Disclosure

1. To find the [CSU Kualu Research Application](#), click the Kualu Research (KR) link on the [AAR site](#). You will be prompted to log in via your campus eid.
2. At the Welcome Page in CSU Kualu Research, select the COI menu from the top menu bar (in green) & choose “Create Annual Disclosure”. This will create a new Annual Disclosure for you. If you have a saved Annual Disclosure in progress, it will open it.



3. The KC COI Disclosure reporting form will load & will display two questionnaires in the Screening Questionnaire and Questionnaire panels respectively. Read and answer each questionnaire completely.



KC COI Disclosure ?

Document Id: 3403 Disclosure: Review Status: In progress : In Progress
Status: In progress Reporter: Created: denne@colostate.edu: 01/26/2017
Last Updated: 10:18 AM 01/26/2017 Disclosure Number: 1000000802

Disclosure

* required field ?

Reporter	<input type="button" value="show"/>
Screening Questionnaire	<input type="button" value="show"/>
Questionnaire	<input type="button" value="show"/>
Project & Financial Entity Relationships	<input type="button" value="show"/>
Notes & Attachments	<input type="button" value="show"/>

Screening Questionnaire hide

hide Financial Interest Questions - Please Complete (Incomplete)

hide Questions print

Do you have any financial relationship or fiduciary relationship with a business entity or organization external to CSU? More Information...

Yes No

Does any immediate family member have a financial relationship or fiduciary relationship with a business entity or organization that does business or significantly interact with CSU? More Information...

Yes No

Questionnaire hide

hide All Other COI/COC Questions (Incomplete)

hide Questions print

Do you have any other outside relationship that conflicts with your institutional teaching, research, and service responsibilities, or from which you could have personal financial gain as a result of your involvement in institutional decision making? More Information...

Yes No

Are you employed by another State of Colorado Institution, organization or agency? More Information...

Yes No

Are you the author of a textbook or other academic materials published by an outside entity that is being used at CSU? More Information...

Yes No

Do you have any paid external activities that need a full written disclosure to your supervisor or Department Head/Chair? More Information...

Yes No

4. Next, open the “Project & Financial Entity Relationships” panel. Here you will see you previously disclosed and, possibly, undisclosed projects. A “Financial Entity” is any fiduciary relationship with a business entity or organization external to CSU. The “projects” include a CSU Daily work activities project for all employees. Additionally, Research Investigators with awards from sponsors that require COI disclosure may see their Awards in this panel. If you answered “Yes” to any of the questionnaire questions, you will need to create Financial Entity entries as appropriate. If all of your answers were “No”, you don’t need to declare any Financial Entities, so skip ahead to the Certification section.

Reporter	▶ show			
Screening Questionnaire	▶ show			
Questionnaire	▶ show			
Project & Financial Entity Relationships	▼ hide			

UnDisclosed Projects (Grouped by Projects) [Projects](#)

	Event	Project Id	Project Title	Disposition Status	Disclosure Status
1	▼ hide CSU Daily Work Activities	0	CSU Daily Work Activities		
: 0					?

Disposition: In progress ?

[▼ hide](#) Financial Entities (0/0 Reviews Complete)

Review	Entity	Related	Comments
	new financial entity	all none	

Declaring Financial Entities

1. All previously declared financial entities will appear under each project where you must “relatedness” status. If you have a new or previously undeclared financial entity, click on the “new financial entity” button. The “New Financial Entity” panel will load.

hide Financial Entity



* Entity Name:	High Speed Bearing Inc.	* Type:	Q: For-profit Organization (otr)
Sponsor Code:	<input type="text"/>	Related To Organization Flag:	<input type="checkbox"/>
* Address Line 1:	123 Speed Rd.	* Status Code:	Active
Address Line 2:	<input type="text"/>	* Does this entity sponsor any of your research?:	<input type="radio"/> Yes <input checked="" type="radio"/> No
Address Line 3:	<input type="text"/>	Org Relation Description:	<input type="text"/>
* City:	Fort Collins	* Describe the entity's area of business and your relationship to it:	High speed machine bearing design. I'm principal engineer for the company.
State:	COLORADO		
* Country Code:	United States		
* Postal Code:	80521		
Web Site 1:	<input type="text"/>		
Web Site 2:	<input type="text"/>		

Explain any involvement of students under your direction at this institution with this entity:

n/a

Explain any involvement of staff or subordinates under your direction at this institution with this entity:

n/a

2. Complete the basic information describing the entity. Next answer the “Relationship Details” section for this entity.

hide Relationship Details

If there is a Consulting Relationship with this entity	Self	Immediate Family	No or N/A	Comment
Have there been payments/reimbursements for travel to yourself or your immediate family from this entity? :	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="text"/>
Does this consulting relationship result in the restriction on the release of any Research Results from yourself or your immediate family? :	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="text"/>
Is the CSU Name or Logo used as part your or your immediate family member's consulting relationship? :	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="text"/>
Time Commitment	Self	Immediate Family	No or N/A	Comment
Time Commitment Per Week :	10 Hours or More	select	select	<input type="text"/>
If there exists a Consulting Relationship, an Employment Relationship, a Sole Proprietorship, an Ownership Interest, or a Financial Stake greater than \$10,000 or 5% of a company	Self	Immediate Family	No or N/A	Comment
If the financial interest in this entity is greater than \$10,000 or 5%, how do you or your immediate family member achieve this position? :	employment salary	select	select	<input type="text"/>
Do you or your immediate family have the authority to create or approve financial transactions in the University's Kuala Lumpur Financial	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>

3. When complete, select the submit button at the bottom of the form. You will be prompted if you wish to enter additional financial entities. If no, you will be returned to your COI disclosure.

Declaring Project – Entity Relationship

1. Once returned to your disclosure. In the “Project & Financial Entity Relationships” panel, specify relatedness status for each financial entity and project as appropriate.

The screenshot displays the 'Project & Financial Entity Relationships' section of a software interface. At the top, there is a header 'Project & Financial Entity Relationships' with a 'hide' button. Below this is a table titled 'UnDisclosed Projects (Grouped by Projects)' with columns for 'Event', 'Project Id', 'Project Title', 'Disposition Status', and 'Disclosure Status'. The first row shows 'CSU Daily Work Activities' with 'Project Id' 0 and 'Disposition Status' 'In progress'. Below the table is a section for 'Financial Entities (0/1 Reviews Complete)' with a 'hide' button and a 'Disposition: In progress' indicator. This section contains a table with columns 'Review', 'Entity', 'Related', and 'Comments'. The 'Entity' column shows 'High Speed Bearing Inc.' with 'view', 'edit', and 'history' buttons. The 'Related' column has a dropdown menu open, showing options: 'select' (checked), 'No Conflict Exists', 'Conflict Exists', and 'I Don't Know'. A red box highlights this dropdown menu. At the bottom, there is a 'Notes & Attachments' section with a 'show' button.

2. When all project entity relationships are declared. You are ready to complete and certify your disclosure.

Disclosure Certification: Required last step for everyone

1. Open the “Certification” panel. Read and acknowledge the certification policy for you financial disclosure & click submit. This will save and route the Disclosure to your supervisor for review and approval.

Certification hide

Certification ?

In accordance with the University's policy on Disclosure of Financial Interests and Management of Conflict of Interest Related to Sponsored Projects, the Principal Investigator and all other Investigators who share responsibility for the design, conduct, or reporting of sponsored projects must disclose their personal SIGNIFICANT FINANCIAL INTERESTS in any non-profit foundation or for-profit company that might benefit from the predictable results of those proposed projects.

In addition, when the work to be performed under the proposed research project and the results of the proposed research project would reasonably appear to affect the Investigator's SIGNIFICANT FINANCIAL INTEREST, the interest is regarded as being related to the proposed research project and must be reported.

For the purposes of this disclosure, SIGNIFICANT FINANCIAL INTEREST is considered to include:

- Income (Includes salary, stock dividends and/or interest earned, consulting fees, royalty payments and honoraria from a single business entity exceeding \$10,000).
- Position with a single business entity (Includes director, employee, founder, manager, officer, partner, trustee, or advisory board member).
- Investment Ownership or Controlling Interest of more than 5% of the voting stock in a single business entity.
- Interest in Intellectual Property Rights belonging to a single business entity (Includes patents, copyrights or other license rights).

Certification - Not yet certified

I acknowledge that it is my responsibility to disclose any new SIGNIFICANT FINANCIAL INTERESTS obtained during the term of the above proposed project. I certify that this is a complete disclosure of all my financial interests related to the above proposed project.

Jon E Peterson **N/A**
Reporter Certification Date

2. Congratulations, you have completed your Annual COI disclosure.

Troubleshooting

Users may encounter a situation where the form does not submit and route. This is typically due to missing information.

1. Be sure to completely answer all questions in each applicable questionnaire.
2. If you answered “Yes” to any of the questions, you must declare at least one Financial Entity.
3. You must specify a relationship status for all declared Financial Entities and each of your CSU projects.
4. If you have additional questions regarding Financial Conflict of Interest and you CSU COI disclosure, please see the FAQ and other links in the “Conflict of Interest and Conflict of Commitment” section on CSU’s Provost [Faculty & Administrative Professionals](#) website.
5. If you see an error on submit that starts with: “Exception Description: Error binding to externally managed transaction”, please completely exit your disclosure and reopen (via the “Create Annual Disclosure” menu link) to submit. This issue is under investigation

