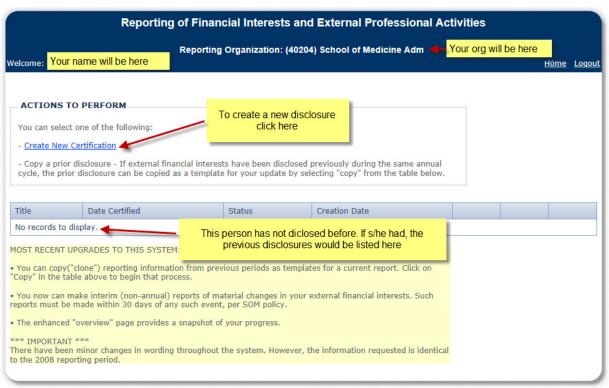
# NO EXTERNAL INTERESTS TO DISCLOSE QUICK START GUIDE



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# Reporting of Financial Interests and External Professional Activities Your org will be here Reporting Organization: (40204) School of Medicine Adm Welcome: Your name will be here Home Logou 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 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;

## REGIN 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



### 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

#### 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

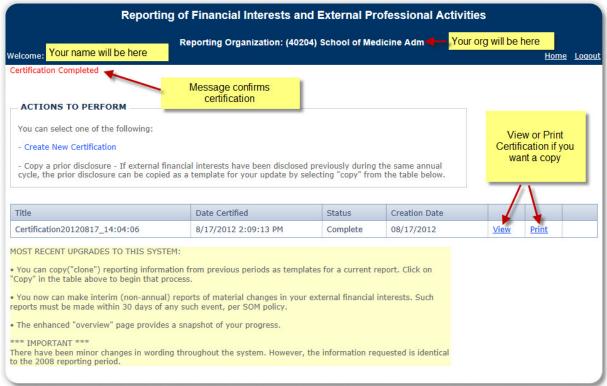
#### CONTACT INFORMATION:

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





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