

## Disclosure of Significant Financial Interest Instructions

No change recertification instructions for a disclosures NO significant financial interests

### Step 1: Modify/Recertify

When you log into your financial disclosure, click on the Modify/Recertify button at the top of your disclosure to be able to re-certify your disclosure. This will allow you to make changes to your disclosure

#### UA Disclosure of Significant Financial Interest

My Disclosure	
<b>View Submitted Disclosure</b>	
Disclosure Options:   <a href="#">Modify / Recertify Disclosure</a>     <a href="#">View Summary</a>     <a href="#">Expand All</a>   	
Reporter:	
Tugade, Victoria Ryan	EMPLID:
Officer, Conflict of Interest	Affiliation: Staff
VP for Research Office	Status: A
<a href="mailto:gibbinsv@email.arizona.edu">gibbinsv@email.arizona.edu</a>	Phone: (520) 626-8266

### Step 2: Training

Complete your conflict of interest training.

If you have already completed training, the training checkbox will already be checked and your disclosure will state "Training Certified" and provide the date you completed your training on the right side of the Conflict of Interest Training box.

**Conflict of Interest Training: use this section to complete your required training**

Please review the presentation provided below. After reviewing the training material provided, please complete the certification for this section of your disclosure.

 [Open Conflict of Interest Training module](#)

certify that I have reviewed the provided training material, in accordance with the University's conflict of interest training requirements.

*Please note: if you check this box, you are certifying that you have reviewed the provided training material in its entirety and as such, have completed the University's conflict of interest training requirement. You must complete the training in order to certify and submit your full disclosure.*

Training Certified 07/14/2014

If you have not yet completed training the statement on the right side of the training box will state "Training not yet Certified." Please launch the conflict of interest training module and, after you have reviewed the module in its entirety, please check the certification box to certify that you have reviewed the training materials and completed your training requirement.

**Conflict of Interest Training: use this section to complete your required training**

Please review the presentation provided below. After reviewing the training material provided, please complete the certification for this section of your disclosure.

 [Open Conflict of Interest Training module](#)

I certify that I have reviewed the provided training material, in accordance with the University's conflict of interest training requirements.

*Please note: if you check this box, you are certifying that you have reviewed the provided training material in its entirety and as such, have completed the University's conflict of interest training requirement. You must complete the training in order to certify and submit your full disclosure.*

If you have already taken the training and your disclosure does not reflect your completed training, please contact the COI Office 520-626-7879

Training not yet Certified

### Step 3: Financial Entities

If you have no changes to make, simply check the box indicating that you have no changes.

**Financial Entities: Use this section to report Financial Entity information**

"Financial Entities" in this form means "significant financial interests" (for the previous 12-month period) as defined in the University's policy on Investigator Conflict of Interest in Research [Show definition of Significant Financial Interests](#)

No Financial Entities Defined

⊞ Add Financial Entity

I certify that I have no significant financial interests (as defined in the University's "[Policy on Investigators Conflict of Interest in Research](#)") to report, change, or update.

*Please note: If you check this box, you are not required to provide any information regarding your participation in proposals, projects, or protocols. You must check the certification button at the bottom of this screen and then re-certify this disclosure annually or sooner if you acquire significant financial interests that might be considered related to your institutional responsibilities.*

### Step 4: Certification

Once you have certified that you have no changes to your financial entities, check the box in the Certification section and click on Save & Submit.

**Certification**

I certify under penalty of perjury under the laws of the State of Arizona that I have used all reasonable diligence in preparing this statement and that it is true and complete to the best of my knowledge. (as defined in the University's "[Policy on Investigators Conflict of Interest in Research](#)")

If you have issues re-certifying, please call our office at 520-626-7879.