UMKC/Osprey Conflict of Interest Risk Manager Software Manual – End User
UMKC - Osprey Conflict of Interest

1. To start, log into: https://umkc.coiriskmanager.com

2. This is the landing page. Select “Update” to start form.
3. Answer questions #1 and #2:

4. If you have no Significant Financial Interests (SFI) to disclose, select “No” and “No” then “Continue”. If you have a SFI and/or other Conflict of Interest (COI), select “Yes” as appropriate and move to Step #10.
5. This takes you to a review screen. If correct, press “Done”. If incorrect, select the question you would like to revise.

6. A pop-up box will ask you to electronically sign your form:
7. Certify the Disclosure by selecting “I AGREE” and select “Complete Form”

8. You will receive confirmation that the submission was successful. To view your disclosure, select “View Disclosure”:
9. Disclosure will look like this:
Sponsored Program Agreements Financial Disclosure

UNIVERSITY OF MISSOURI-KANSAS CITY
General Financial Disclosure Related to
Sponsored Program Agreements

This General Financial Disclosure is designed to help the University to promote objectivity in research by ensuring that “there is no reasonable expectation that the design, conduct, or reporting of research . . . will be based by any conflicting financial interest of an Investigator” (42 CFR Part 50). It, additionally, is designed to ensure that the protection of human subjects involved in research will not be jeopardized by conflicting financial interest of the Investigator. (Please see below for definitions of Significant Financial Interest and Investigator)

The information requested is required under the Financial Disclosure Policy of the Public Health Services (PHS), the National Science Foundation (NSF), the Food and Drug Administration (FDA) and other public and private funding sources. This disclosure form is consistent with University Executive Guideline 32, Section 420.030 of the Collected Rules and Regulations of the University of Missouri. The information requested must be disclosed (a) at the time an application is submitted, (b) on an annual basis during the project period, and (c) immediately as new significant interests are obtained.

Name:
Maureen Hannoun

1. Do you, your spouse or partner, or dependent children, have Significant Financial Interest(s) to report?
   No. I do not have significant financial interests to report.

2. Do you have any other potential conflicts of interest, un-related to Significant Financial interest(s), that you would like to disclose?
   No

The term "significant financial interest means anything of monetary value, including, but not limited to, salary or other payments for services (e.g., consulting fees or honoraria), equity interests (e.g., stocks, stock options or other ownership interests); and intellectual property rights (e.g., patents, copyrights and royalties from such rights).

The term does not include:

Electronic COI Disclosure
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a. salary, royalties or other remuneration from the University;
b. income from seminars, lectures, or teaching engagements sponsored by public or nonprofit entities;
c. income from service on advisory committees or review panels for public or nonprofit entities; or
d. an equity interest that when aggregated for you, your spouse or partner and dependent children is both not more than $5,000 and is not more than 5% ownership interest in any single entity; or
e. salary, royalties or other payments that when aggregated for you, your spouse or partner and dependent children for the next twelve months, is expected to be not more than $5,000.

Investigator means the principal investigator and any other person who is responsible for the design, conduct, or reporting of research funded by PHS and other public and private funding sources, or proposed for such funding. Subgrantees, contractors, and collaborators for PHS proposals and awards, have the same duty to disclose as investigators. PIs have the responsibility to obtain and submit the relevant financial disclosures for the subgrantees, contractors, and collaborators, prior to the proposal of such funding as well.

I understand that this Disclosure is not a confidential document.

Electronic Signature

[Signature]

Signature: Hannoun, Mouna, hannounm, 2/13/2016 1:26 PM
10. Continuation for disclosing a SFI or other COI in Step 4; select the appropriate response and select “Continue”:

11. Complete the additional information for each entity in which you are disclosing a SFI. Select “Save and Go To Next” if you have no additional entities; or select “Add This Subform Again” to add additional entities to disclose SFI.
12. Once you’ve entered all of your entities and clicked “Save and Go To Next”, this takes you to a review screen. If correct, press “Done”. **If incorrect, select the question you would like to revise.**

13. A pop-up box will ask you to electronically sign your form:
14. Certify the Disclosure by selecting “I AGREE” and select “Complete Form”

15. You will receive confirmation that the submission was successful. To view your disclosure, select “View Disclosure”: 
16. Disclosure will look like this:

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Name:
Maureen Hannoun

1. Do you, your spouse or partner, or dependent children, have Significant Financial Interest(s) to report?
Yes. I have significant financial interests to report.

2. Do you have any other potential conflicts of interest, un-related to Significant Financial Interest(s), that you would like to disclose?
Yes

Please disclose the potential conflict(s) and provide any other relevant details:
testing

The term ‘significant financial interest means anything of monetary value, including, but not limited to, salary or other payments for services (e.g., consulting fees or honoraria), equity interests (e.g., stocks, stock options)
options or other ownership interests), and intellectual property rights (e.g., patents, copyrights and royalties from such rights).
The term does not include:

a. salary, royalties or other remuneration from the University;
b. income from seminars, lectures, or teaching engagements sponsored by public or nonprofit entities;
c. income from service on advisory committees or review panels for public or nonprofit entities; or
d. an equity interest that when aggregated for you, your spouse or partner and dependent children is both not more than $5,000 and is not more than 5% ownership interest in any single entity; or
e. salary, royalties or other payments that when aggregated for you, your spouse or partner and dependent children for the next twelve months, is expected to be not more than $5,000.

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I understand that this Disclosure is not a confidential document.

Sponsored Program Entity Form: Sponsored Program Entity Form

UNIVERSITY OF MISSOURI-KANSAS CITY

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1. Name of Entity:
   Test

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2. Please indicate the type of entity:
   Public

3. Who holds the interest in the entity?
   Self

4. Please indicate the sources of income and the amount of income expected from each source:
   Consulting
   Amount of income (in dollars) expected from consulting:
   10000.00

5. Please indicate the type(s) of equity interest(s) that apply:
   None

6. Please indicate the type of intellectual property rights held, if applicable:
   None

7. This entity (stated above in Question 1) will not serve as a proposed subcontractor, consortium member, and supplier of goods; lesser or otherwise be involved with the project. Do you have any other comments that would assist in understanding the relationship of this project with this entity?
   No

Electronic Signature
[Signature]
Signature: Hannah, Maureen, hannahm, 2/17/2015 2:12 PM

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Submitted on 2/17/2015 2:12 PM
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17. Questions?