

**FINANCIAL DISCLOSURE FORM INSTRUCTIONS**  
(APPLICABLE TO ALL SPONSORED PROJECT PROPOSALS)

**What is required?**

Federal regulations require institutions to have policies and procedures in place to ensure that investigators will disclose any significant financial interest that may present an actual or potential conflict of interest in relationship to an externally sponsored project. Such disclosures must be made prior to the submission of a proposal for funding, \*and institutions must develop specific mechanisms by which conflicts of interest will be satisfactorily managed, reduced, or eliminated prior to acceptance of an award.

- If a new reportable significant conflict of interest arises at any time during the period after the submission of the proposal through the period of the award, the filing of a disclosure is also required.

**Who is covered?**

"Investigator" means the principal investigator/project director, co-principal investigators, and any other person at the University who is responsible for the design, conduct, or reporting of research or educational activities funded, or proposed for funding, by an external sponsor. In this context, the term "Investigator" included the Investigators immediate family.

**What must be disclosed?**

Each investigator shall disclose all significant financial interest:

- i. that would reasonably appear to be directly and significantly affected by the research or educational activities funded, or proposed for funding, by an external sponsor; or
- ii. in entities whose financial interest would reasonable appear to be directly and significantly affected by such activities.

**What is covered?**

"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 interest (e.g., stocks, stock options or other ownership interests); and intellectual property rights (e.g., patents, copyrights, and royalties from such rights).

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