maestro

Financial Conflict of Interest Manual

Revised October 2020

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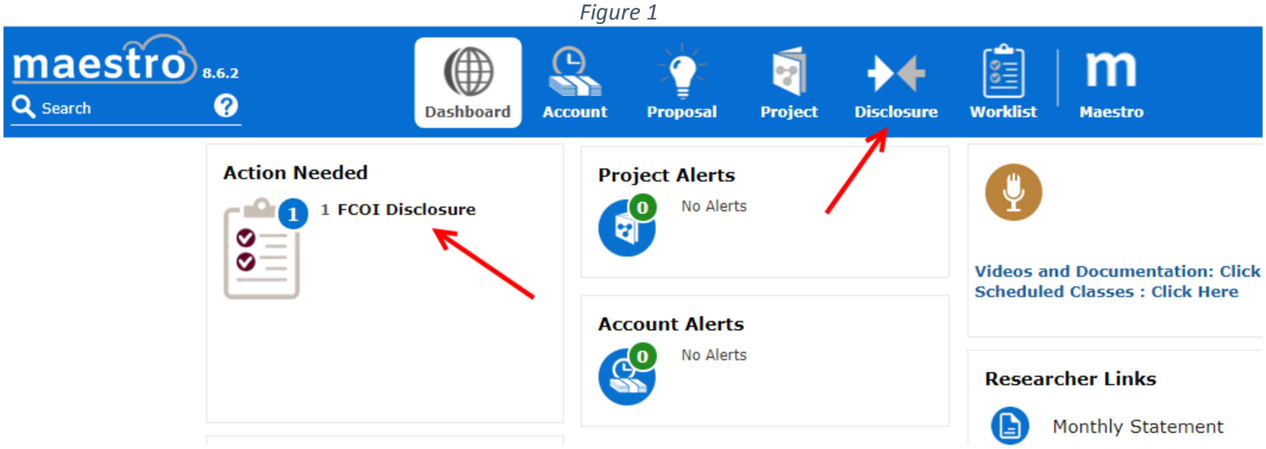
I Researcher Role

Researchers are required to submit a Financial Disclosure to their employers on a yearly basis for review and potential conflict resolution. They can create a Financial Disclosure by clicking on the Disclosure icon on the Home page or by navigating to their pending disclosure listed in the Action Needed section of the Worklist.

1. Create Disclosure from Maestro Home

Figure 1



Path: Home → Disclosure (Figure 1)

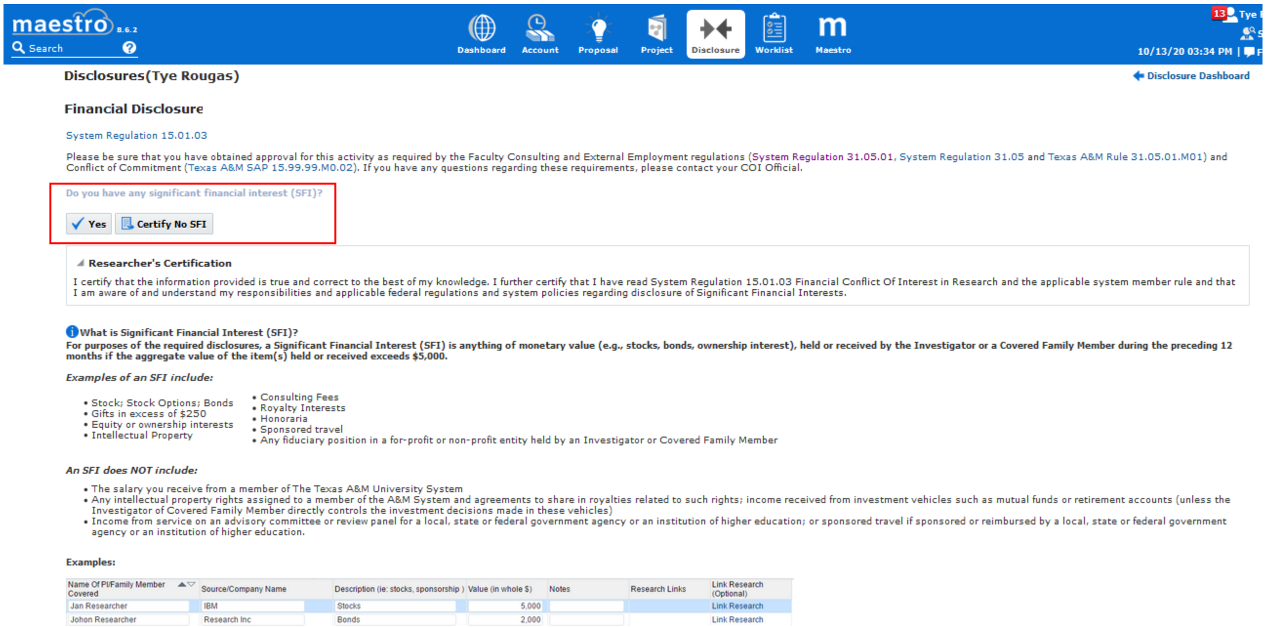
1.1 PURPOSE

- The purpose of this screen is to navigate to the create disclosure screen. If user already has a disclosure created, it will open the existing disclosure for editing. If none exists, a new disclosure will be created.
- User navigates to the Financial Disclosure Screen where user gets option to specify whether there is a Significant Financial Interest or not (Figure 2).
- Based on the Actions, the user will be navigated to respective screen.

1.2 RULES

The user must have a researcher role to create a disclosure.

Figure 2

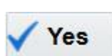


1.3 NOTES

User has two options: 2) specify “Yes” and then create the SFI (Significant Financial Interest), or 2) “Certify No SFI” (Significant Financial Interest)”.

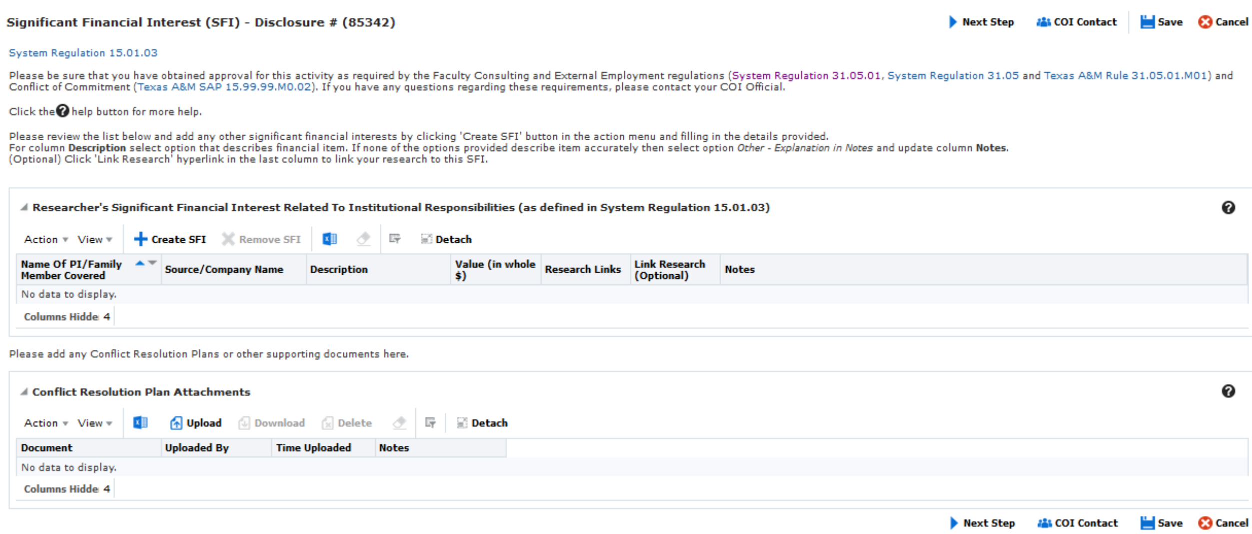
1.4 ACTIONS

Figure 3

Actions	Description
	By clicking on this Action, user confirms that there is a significant financial interest and user is navigated to the Significant Financial Interest Screen.
	By clicking on this Action, user confirms that there is no significant Financial Interest and immediately gets confirmation that the disclosure is submitted successfully.

2. Create Significant Financial Interest

Figure 4



2.1 PURPOSE

- The purpose of this screen is to create the Significant Financial Interest.
- **Create SFI** Inserts a blank row for the user to enter SFI information.
- User can specify PI Name /Family Member Covered, Company Name, Description of the related entity and the value of the entity.
- User can create multiple SFI's in the table.
- Once the information has been entered, user can also link their existing research to the SFI using the *"Link Research"* hyperlink.
- User can upload SFI related Conflict Resolution Plans or documents.
- All features are explained briefly in Figure 5.

2.2 RULES

Name of PI/Family Member Covered and Source Company Name are required fields.

2.3 ACTIONS

Figure 5

Actions	Description
Remove SFI	This Action removes the selected SFI from the **Researcher's Significant Financial Interest Related to Institutional Responsibilities** table (figure 4).
Create SFI	This Action has been described in the section 2.1
Upload	This Action is used to upload any documents which are related to conflict resolution or any supporting documents. User can find this action

	under **Conflict Resolution Plan Attachments** table (figure 4).
Download	This Action is used to download the file, if any, selected in the **Conflict Resolution Plan Attachment** table (figure 4).
Delete	This Action is used to delete the selected document in **Conflict Resolution Plan Attachment** table (figure 4).
Next Step	This Action takes the user to the next screen where they 'Certify and Submit' their disclosure.
COI Contact	This action lists the users Conflict of Interest Official(s) to contact regarding any information about COI or their disclosure.
Back	This action takes the user back to the previous screen.
Save	This action saves the details entered by the user on the SFI screen.
Cancel	This action undoes all changes and reverts the screen to its previous state.

- Once user clicks on Next Step , they can certify the information and click Submit.

Figure 6

In Figure 6, the user has the option to either certify the information provided or to go back and make appropriate changes before submitting. User can also print the respective disclosure. Actions are described briefly in Figure 7.

Figure 7

Actions	Description
Certify and Submit	By clicking on this Action, user confirms that the information provided is true and certifies that it

	complies with all applicable system and federal rules and regulations.
Print	This action will print the disclosure.
Back	This action takes the user back to the previous screen.

- Once the Disclosure is created, user can view them in the Historical Disclosures Section. User also can create a new disclosure using **Create Disclosure** option. There is also a search feature to search for disclosures containing a particular Proposal or Project.
- If user clicks on the Disclosure Number hyperlink (Disclosure #), then the user will navigate to the Significant Financial Interest Screen for that disclosure.
- Figure 8 shows the My Disclosure Screen and the actions provided to the user to perform. All the actions are described in Figure 9.

Figure 8

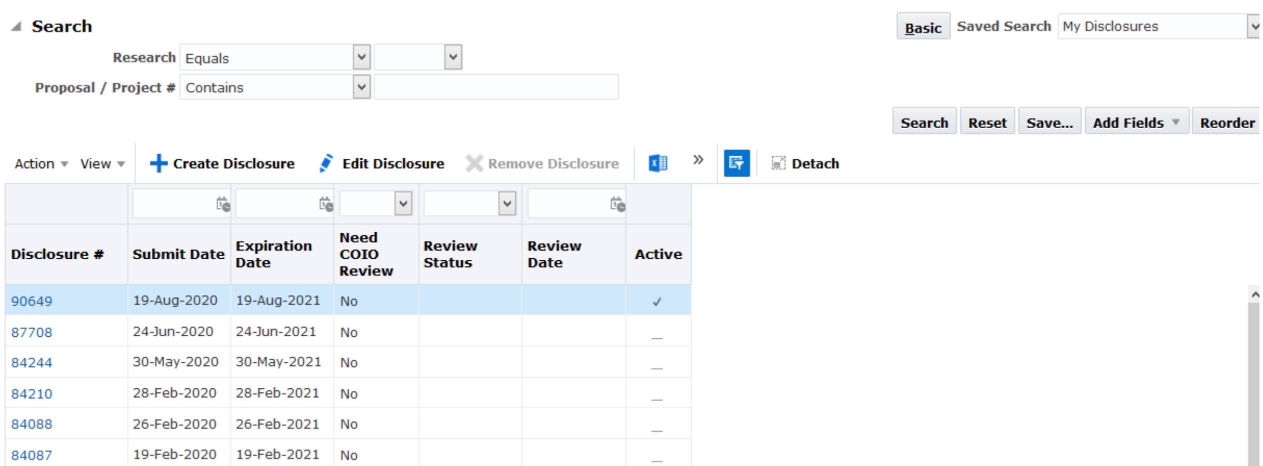
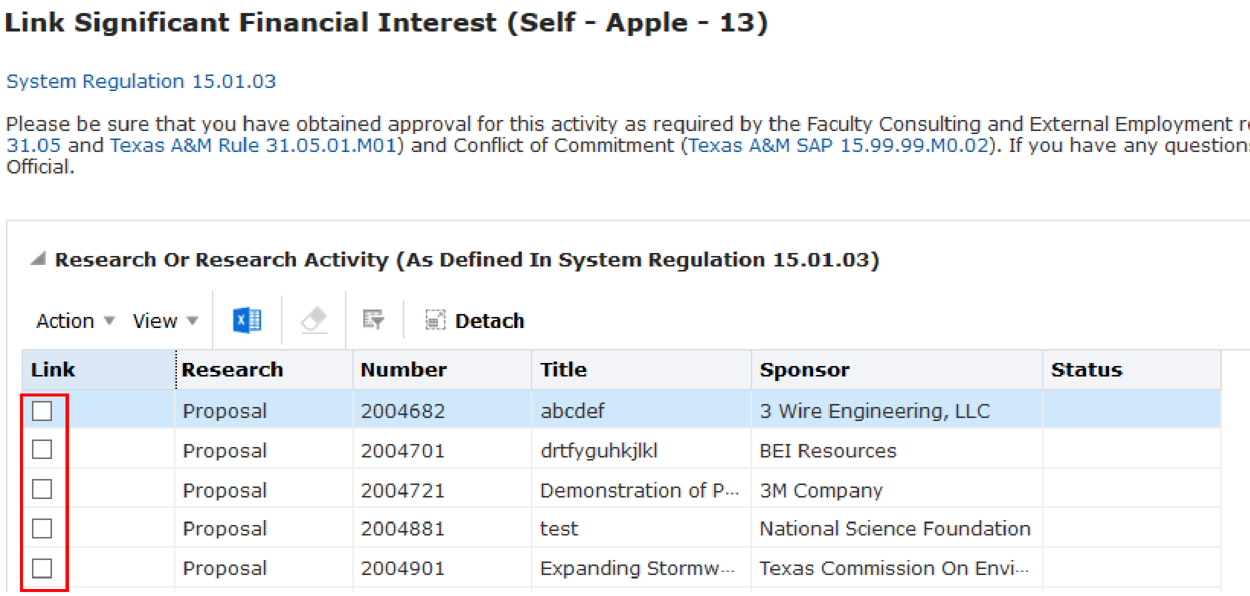


Figure 9

Action	Description
Edit Disclosure	By clicking on this Action, user can edit the Significant Financial Interest information and documents that are related to SFI's.
Remove Disclosure	By clicking on this Action, user can remove the disclosure.
Create Disclosure	This Action is already described in section 2.1

3. Link Research to Disclosed Significant Financial Interest (optional)

Figure 10



3.1 PURPOSE

This screen allows the Researcher to link research proposals or projects to the selected SFI.

3.2 STEPS

- Select each research item that is related to this SFI by clicking the checkbox located in the link column.
- Click **Save** to save changes.
- Click **SFI List** to return to previous screen.