

Important Dates

The FY 25 Annual Certification Cycle is **December 1, 2024**-**February 28, 2025.**





Research Compliance and Regulatory Affairs
Research Administration

Importance of Disclosure:

- Ensure compliance and adherence to regulations!
- Ethics of Transparency
- Good Science requires objectivity
- Avoiding Legal Issues



Annual Certification = Confirmation of Outside Activities:

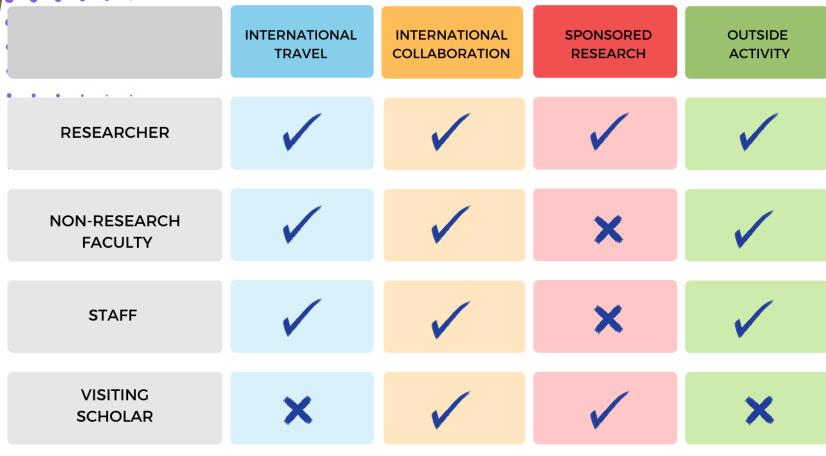
Individuals at Emory University are expected to report (i.e., disclose) any outside activities, relationships, or interest ("outside activity") with an external entity (e.g., company, organization, etc.) to Emory COI/COC Office for a conflict of interest (COI) review prior to beginning the activity.

Examples include:

Consulting for a company, serving as an expert witness, founding a new start-up company



DISCLOSURE REQUIREMENTS



- SPONSORED RESEARCH INCLUDES EXCHANGE OF MATERIALS OR DATA
- OUTSIDE ACTIVITIES INCLUDE PATENTS, STOCK, GIFTS, CONSULTING, CONTRACTS, BOARD SERVICE, FTRP, MFTRP, ROYALTIES, LICENSE FEES
- INTERNATIONAL TRAVEL IS REVIEWED BY EXPORT CONTROLS, RESEARCH SECURITY, AND GLOBAL STRATEGY & INITIATIVES OFFICES; PRE-TRAVEL BRIEFINGS ARE PROVIDED AS APPROPRIATE.
- LOANER DEVICES ARE AVAILABLE AND HIGHLY RECOMMENDED.



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Disclosure Obligations:

Individuals have an obligation to avoid conflicts of interest and commitment when carrying out their external/outside interest/activities (submission of a Pre-Approval Request via Emory University enterprise online COI/COC submission platform, eDisclose)

All external relationships, domestic and international, should be transparent and disclosed in a manner consistent with applicable requirements, including federal and state laws/regulations/agency guidance and Emory University's own policies and procedures.

Annual Disclosure/Certification Process:

You will receive an email notification from the **enterprise online COI/COC submission platform, eDisclose,** to complete your Annual Certification

- Review the training page in eDisclose (As the discloser, only you can certify that you have completed the training)
- Review and update any previously reported outside interests
- Disclosing any new outside interests

Completion Requirements:

- Faculty/staff (may include **adjunct faculty** and **emeritus faculty**)- *Please confirm with your department liaison*
- Postdoctoral scholars
- Research personnel engaged in designing, conducting, or reporting sponsored research (including part-time and temporary employees).

Resources and Reminders:

- COI/COC Webpages
- SharePoint page on Annual Certification
- COI/COC Virtual Office Hours on Tuesday and Thursday 10 am-11 am link on <u>SharePoint Annual Certification Page</u>

The annual certification cycle is from **December 1, 2024-February 28, 2025** Disclosure Requirements:

- Within 30 days of onboarding to Emory University
- Within 30 days of discovery or acquiring a new significant financial interest (SFI)

Thank You!





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