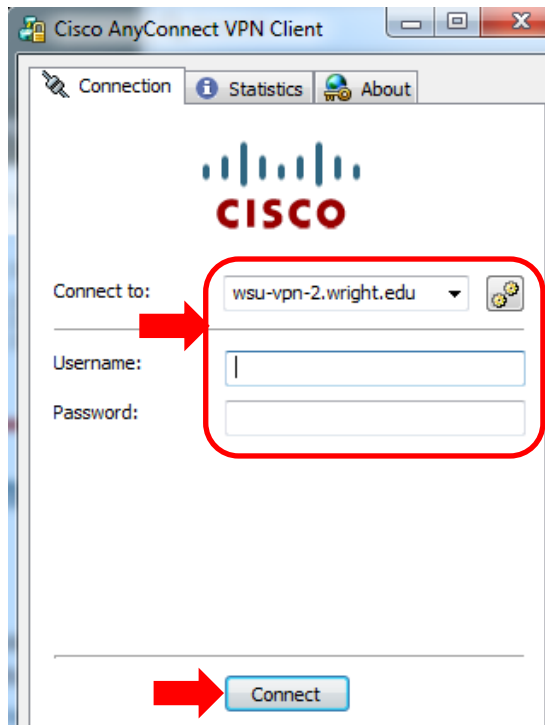
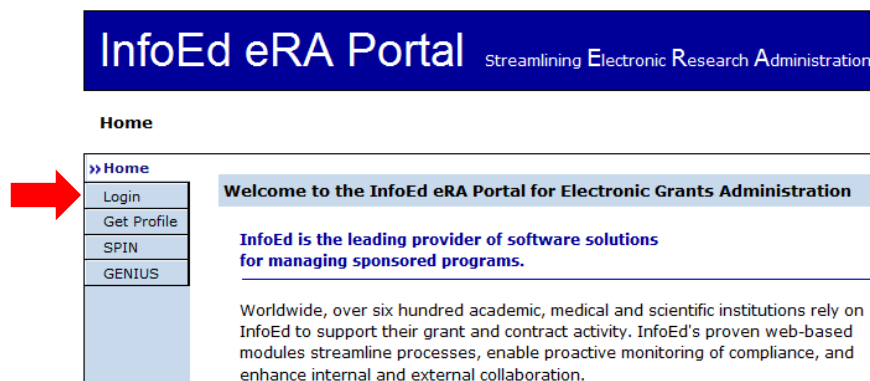


Conflict of Interest Annual Disclosure Process Using infoEd

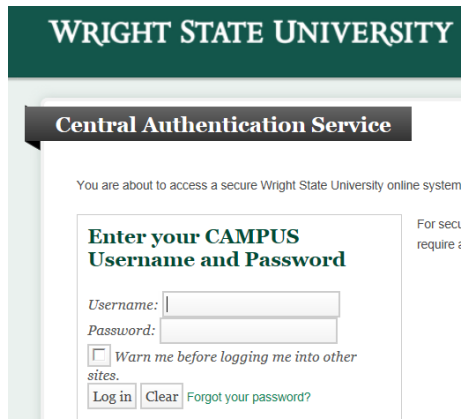
1. You may skip to Step 3 if you are located on campus. If you are located off campus you will need to log into infoEd using the VPN provided by Wright State. The website to find instructions to install the VPN for a PC or MAC is: <http://www.wright.edu/cats/vpn/>
2. After the VPN is installed, start the VPN and enter the '**Connect to:**' information as shown below along with your Wright State Username and Password. Click '**Connect**'.



3. Start infoEd by entering <https://rspgateway.wright.edu/> in your browser and click on '**Login**'. If you are having trouble logging into infoEd, please contact David McMeans at david.mcmeans@wright.edu



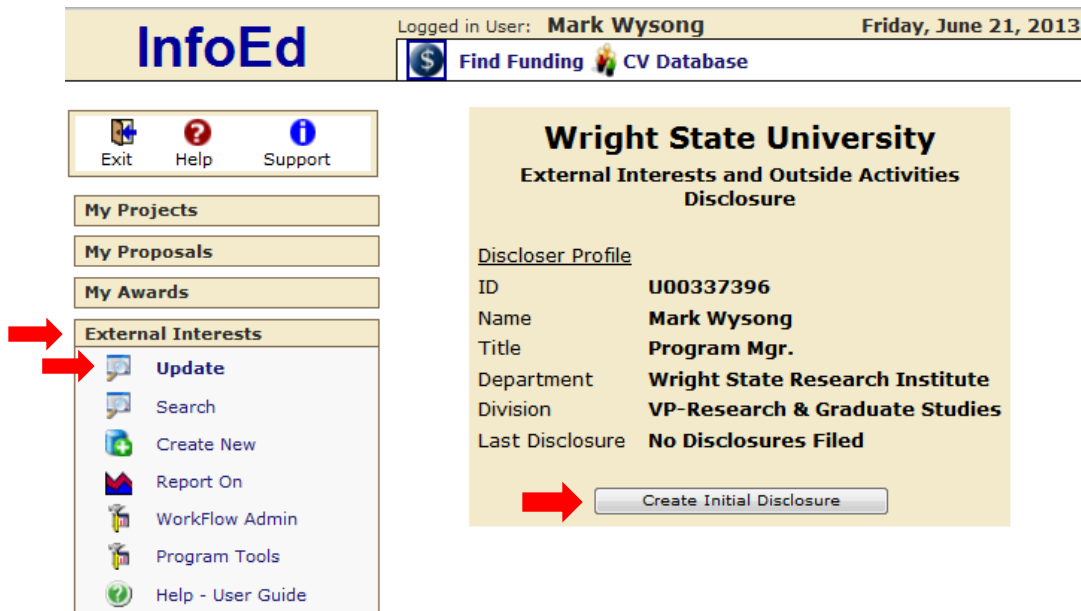
4. Enter your Wright State Username and Password:



The image shows the Wright State University Central Authentication Service login page. At the top is the Wright State University logo. Below it is a dark banner with the text "Central Authentication Service". A message states: "You are about to access a secure Wright State University online system". The main section is titled "Enter your CAMPUS Username and Password". It contains input fields for "Username:" and "Password:". Below these is a checkbox labeled "Warn me before logging me into other sites." and buttons for "Log in", "Clear", and "Forgot your password?". To the right of the login form, there is a small text "For security require:" followed by a colon.

5. To start the disclosure process, click on 'External Interests' -> 'Update' as seen below. Note: The tabs along the left will vary depending on your privileges established within infoEd. If you do not have an 'External Interests' tab please contact Mandy Karper at amanda.karper@wright.edu or 937-775-3332.

Click 'Create Initial Disclosure' to open the electronic disclosure form.



The image shows the InfoEd user interface. At the top, it says "Logged in User: Mark Wysong" and "Friday, June 21, 2013". Below this are links for "Find Funding" and "CV Database". The main navigation area on the left has tabs for "My Projects", "My Proposals", "My Awards", and "External Interests". The "External Interests" tab is selected, and a red arrow points to the "Update" link within it. Other links in the "External Interests" menu include "Search", "Create New", "Report On", "WorkFlow Admin", "Program Tools", and "Help - User Guide". On the right, the "Wright State University External Interests and Outside Activities Disclosure" section displays the user's profile: ID: U00337396, Name: Mark Wysong, Title: Program Mgr., Department: Wright State Research Institute, Division: VP-Research & Graduate Studies, and Last Disclosure: No Disclosures Filed. A red arrow points to the "Create Initial Disclosure" button at the bottom of this section.

6. Introduction eForm

This form provides the general instructions. After you read the instructions, check the 'Completed' checkbox to move on to the screening questions:

Screening
Introduction → Questions → Certification

 Completed ☐
Please click the checkbox above to move on

Annual WSU Significant Financial Interest Disclosure

In accordance with [WSU Policy](#), each year you must disclose all significant financial interests (SFIs) that are related to or appear to be related to your WSU research, consultation, teaching, professional practice, and service. Additional information and definitions for italicized terms with dashed underlines can be found by mousing over them.

You **do not need to disclose** income or sponsored travel (travel disclosure is only required for PHS investigators) from:

Federal, state, or local government agencies
Institutions of higher education (e.g., Ohio State University)
Academic teaching hospitals, or
Medical centers or research institutes that are affiliated with an Institution of higher education (e.g., MiamiValley Hospital).

You also **do not need to disclose** income from Wright State University or income from investment vehicles, such as mutual funds and retirement accounts, as long as you do not directly control the investment decisions made in these vehicles.

You must complete this form even if you have no SFIs to disclose. Your disclosure will be kept confidential. You may be contacted by a member of the Office of the Vice President for Research to provide additional information. If your financial interests change during the year, please use this form to report those changes within 30 days. **Please answer every question to demonstrate that you have read this form and provide your electronic signature to certify that you have completed the disclosure requirement.**

WHOM TO CONTACT IF YOU HAVE QUESTIONS ABOUT THE FORM:

Ellen Reinsch Friese
Assistant Vice President for Research
Research and Sponsored Programs
Wright State University 3640 Colonel Glenn Highway
201J University
Hall Dayton, OH 45435-0001
ellen.friese@wright.edu
(937) 775-2709 (Telephone)
(937) 775-3781 (Fax)

7. Screening Questions

Check the appropriate 'No' or 'Yes' checkbox as you answer each question. A '*' denotes a mandatory question. Note: Question 3 will appear only if you answer 'Yes' to Question 0. After you have answered each question, check the 'Completed' checkbox to move on to the additional questions as required.

Screening
Introduction → Questions → Certification

 Completed ☐
Please click the checkbox above to move on

Additional fields, tables, and pages may appear as responses are entered.
Please complete all questions that are displayed.

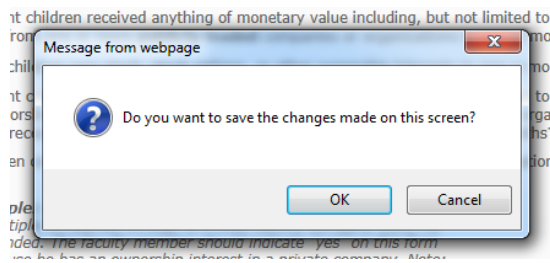
- ☐ No ☐ Yes *0. Are you involved in the design, conduct or reporting of PHS-funded research (e.g., NIH) or plan to be in the next 12 months?
- ☐ No ☐ Yes *1. Have you, your spouse or dependent children received anything of monetary value including, but not limited to, any salary, consulting fees, honoraria, or paid authorship (i.e., remuneration) from one or more publicly-traded companies or organizations in the 12 months preceding the date of this disclosure?
- ☐ No ☐ Yes *2. Do you, your spouse or dependent children own stock, stock options, or other ownership interests in one or more publicly-traded companies or organizations?
- ☐ No ☐ Yes *4. Have you, your spouse or dependent children received anything of monetary value including, but not limited to, any sponsored or reimbursed travel, salary, consulting fees, honoraria, or paid authorship that in combination exceeds \$5,000 from a private company or organization (e.g., start-up, limited liability company, sole proprietorship) in the 12 months preceding the date of this disclosure or planned travel in the next 12 months?
- ☐ No ☐ Yes *5. Do you, your spouse or dependent children own or hold any ownership interest in a private company or organization?

Example: A faculty member consults outside of his WSU position for multiple companies through a limited liability company (LLC) he founded. The faculty member should indicate "yes" on this form because he has an ownership interest in a private company. Note: If you personally own a company, any sales income may be considered remuneration whether you make a profit or not.

- ☐ No ☐ Yes *6. Have you, your spouse or dependent children received any income from intellectual property rights (e.g. patents, licenses, and copyrights) or interests not held by Wright State University in the 12 months preceding this disclosure?

Example: An Investigator's spouse receives royalties via licensing agreement for a new electronic sensor and electronic sensors appear to be related to the Investigator's institutional responsibilities. The Investigator should indicate "yes" on the form.

After you respond to specific questions, you may receive the following prompt. Please select 'OK' to move to the next question.



8. Filling in Additional Information.

Based on your answers to the screening questions, additional data collection forms may appear related to public entities, private entities, travel, and intellectual property. Below are a few tips to complete the eforms:

- A '*' denotes a mandatory question that must be answered
- Always check the 'Completed' checkbox in the upper right hand corner of the form to move on to the next step

9. Some eforms will collect data in a table format.

Click 'Add' to add a row to the eform and complete the information. If you need additional rows, click 'Add' for each row you need.

Below is an example. Once you have filled in the information, make sure you click 'Save'.

A completed table is shown below. Once the table is complete you must check the **‘table complete’** checkbox. Note that you can open or delete a row if you need to make changes.

Pub1.1 Please complete the following table regarding your interests in public entities.

Person	Entity name	Total value of interests	Nature of Interest	If Nature is Other, Explain	Open	Delete
b. Spouse	Yahoo	15000	e. Stock	Own stock in Yahoo		
a. Investigator	Google	12000	a. Consulting Fees	Provided 4 months of consultation.		

Click checkbox at right to confirm that the table is complete. ☐

9. Certification

Once you have completed all of the questions, you will need to certify that the information is correct. Check the **‘I have read this page’** checkbox and click **‘Submit’**.

Screening

Public

Private

Other

Introduction

Questions

Entities

Entities

Disclosures

Certification

Submit

Completed ☒
Please click the checkbox above to move on

Annual WSU Significant Financial Interest Disclosure

Certification

I certify that the above information is complete and true to the best of my knowledge and that I have read the University's policies and procedures related to conflict of interest. Appropriate Institutional Officials will review this information in confidence. By clicking below, I acknowledge that the information may be disclosed to persons and entities, including but not limited to the VP and AVP of Research, University personnel, research sponsors, state and federal oversight agencies, as necessary to comply with terms of grants, contracts or other agreements and to determine and ensure compliance with applicable laws, regulations, policies, and procedures.

I acknowledge my obligation to submit an updated form when there is a change in my activities or financial interests related to my institutional responsibilities. Additionally, if I am Principal Investigator on a sponsored project, I understand that it is my responsibility to ensure that other members of the research team submit their disclosures and update those disclosures on an ongoing basis as their circumstances change.

Check the box below to certify that you have read this page.

I have read this page: ☒

Submit (Once you have submitted, your disclosure will be saved as a PDF. You can always see it here or you can print it for filing.)

Once you have submitted your disclosure, you can open/save your disclosure form as a .pdf file by clicking on the icon below.

ScreeningPublicPrivateOther

Introduction ✓ → Questions ✓ → Entities ✓ → Entities ✓ → Disclosures ✓ → Certification ✓

Submitted Date: 24-Jun-2013 11:20:30 AM

Completed ☒
Please click the checkbox above to move on

Annual WSU Significant Financial Interest Disclosure

Certification

I certify that the above information is complete and true to the best of my knowledge and that I have read the University's policies and procedures related to conflict of interest. Appropriate Institutional Officials will review this information in confidence. By clicking below, I acknowledge that the information may be disclosed to persons and entities, including but not limited to the VP and AVP of Research, University personnel, research sponsors, state and federal oversight agencies, as necessary to comply with terms of grants, contracts or other agreements and to determine and ensure compliance with applicable laws, regulations, policies, and procedures.

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Check the box below to certify that you have read this page.

I have read this page: ☒

Submitted Date: 24-Jun-2013 11:20:30 AM  (Once you have submitted, your disclosure will be saved as a PDF. You can always see it here or you can print it for filing.)



Click Done in the upper left corner to finish the process.