

# Guidance on Completing Annual SFI Disclosure for Human Research Studies

## Overview

In accordance with federal regulations and WSU policy, faculty, staff and students involved in research must complete an annual significant financial interest (SFI) form in RSP Gateway. The purpose of this document is to provide guidance on how to access the form and describes who must have a current form on file for WSU IRB and/or external reliance approval to be given. It is important to understand that this form is **in addition to** the study-specific Project-Specific Disclosure form that is required for each IRB study. This form is only completed once per year (unless there are changes to an investigator's financial interests) and "follows" investigators in the system for all study submissions.

Undergraduate/graduate students who are listed as investigators do not need to have an annual SFI form on file unless:

- The student is the PI
- The student is obtaining informed consent for non-exempt human subject research, or
- The research is federally funded (includes exempt and non-exempt research)

In many submissions, student investigators are not clearly labeled as such. If you have students listed as personnel on your study, be sure to specifically indicate in the personnel table in the application that they are student investigators (not Co-Inv) so that the IRB Office will be properly informed.

It is important to note that medical residents are not considered "students" for the purpose of this requirement and will be required to have an annual form on file to act as an investigator on any non-exempt research or federally funded exempt research.

## SFI Form Instructions

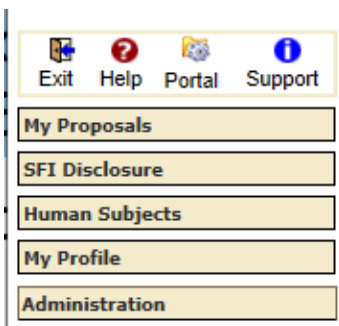
### VPN

If you are off-campus you must first connect to the [Wright State VPN](#).

When on-campus, the RSP Gateway can be accessed from

- an on-campus machine
- via the **WSU-Secure** WiFi connection

Navigate to <https://rspgateway.wright.edu> and enter WSU username (w#) and password. Click SFI Disclosure in left-hand menu. Then click Update and follow directions on screen to complete.



Please be aware that the IRB Office is working to make this process easier by setting up the system to allow the individual creating the submission be able to access the personnel table. However, such functionality is not currently operational. Please monitor the website for updates and changes.