

Memorandum

To: University Research Community

From: Roberto M. Gutierrez
Assistant Vice President for Research
Office of Research and Economic Development

Subj.: Reminder of Financial Conflict of Interests Reporting and Training Requirements

Date: August 13, 2021

The Office of Research and Economic Development (ORED) would like to remind the University Research Community of the following Financial Conflict of Interests (FCOI) reporting requirements for individuals **engaged** in externally funded research activities. **Engaged** in externally research is defined as participating in a systematic investigation, study or experiment designed to develop or contribute to generalizable knowledge.

1. All employees **engaged** in externally funded research activities need to answer yes to section 1. J. in the [Report of Outside Activity/Conflict of Interest” Employee Portal](#) in PeopleSoft and review section 1. J in detail.

As a reminder the guidelines in Section 1. J. reads as follows: “You are **currently participating or planning to participate in a research project at or on behalf of the University.** If so, per federal regulations and implementing University policy, you must answer the following questions.”

At the conclusion of Section 1. J. there is a question that is specific to compliance with the reporting requirements for Florida Statute Section 1012.977. This question needs to be reviewed and answered by all employees **engaged** in externally funded research activities.

2. The ORED award specific form titled [Award Action Report of Conflict of Interests of Employees Engaged in Sponsored Research Activities](#) is required for all employees in externally funded research projects who are **engaged** in the design, conduct, or reporting of the proposed research and must be collected at award action stage for each award.

As previously [announced](#), the [Award Action Report of Conflict of Interests of Employees Engaged in Sponsored Research Activities](#) has been streamlined and moved to DocuSign’s platform agnostic digital transaction system to facilitate this requirement.

ORED also encourages all employees **engaged** in research to take the Collaborative Institutional Training Initiative (CITI) web based [Conflict of Interest \(COI\) training course](#). While this course is strongly encouraged for all employees **engaged** in research, it is mandatory for Investigators funded

OFFICE OF RESEARCH AND ECONOMIC DEVELOPMENT

Modesto Maidique Campus · MARC 430 · Miami, FL 33199 · Tel 305-348-2494 · Fax 305-348-4117 · www.fiu.edu

Florida International University is an Equal Opportunity/Access Employer and Institution · TDD via FRS 1-800-955-8771

via Public Health Service (PHS) agency awards. PHS regulations require that each Investigator on a PHS-funded project complete conflict of interest training before the Investigator engages in research and every four years thereafter or earlier if the Investigator failed to follow a management plan or FIU's Conflict of Interest Policy.

Please note that ORED's Award Services Team is not able to release funding associated with employees **engaged** in research that fail to meet to the reporting and/or training requirements above until said reporting and/or training requirements are met.

Additional details regarding FCOI reporting requirements are available in the [Conflict of Interest in Research Policy and Procedure 2370.005](#).

If there are any questions regarding these FCOI reporting and/or training requirements then please feel free to contact your Award Services Team representative (<http://research.fiu.edu/ored/staff-directory/>) for further assistance.