

Memorandum

To: University Research Community

From: Roberto M. Gutierrez
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Office of Research and Economic Development

Subj.: Award Action Report of Conflict of Interests of Employees Engaged in Sponsored Research Activities Form Update

Date: November 1, 2022

The Office of Research and Economic Development (ORED) would like to advise the university research community that an updated [Award Action Report of Conflict of Interests of Employees Engaged in Sponsored Research Activities Form](#) has been uploaded into DocuSign and is available for use effective immediately.

The revisions are dated 11/01/22 and incorporate the following updates.

1. A certification statement has been added to the form to mirror federal statutory requirements which indicate that the employee must certify that their disclosures are accurate, current, and complete.
2. The form will only be collected once, per employee engaged in the specific externally funded sponsored research project and their responses will be valid for the life of the project, unless there are changes as defined in the employee certification statement.

As a reminder this form is required for all employees in externally funded sponsored research projects who are **engaged** in the design, conduct, or reporting of the proposed research. The form collects information that is specific to the awarded sponsored research project and does not replace the mandatory requirement for disclosures of financial conflicts of interest and reporting of outside activities via the “Report of Outside Activity/Conflict of Interest” Employee Portal as detailed in the [Conflict of Interest in Research Policy and Procedure 2370.005](#).

The updated form is available in the Conflict of Interest Forms section of the ORED Forms website at <https://research.fiu.edu/forms/#conflict> under the [Award Action Report of Conflict of Interests of Employees Engaged in Sponsored Research Activities](#) heading.

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