Quick Guide to Updating Your Disclosure Profile in CAMS

This guide gives basic guidance through the process of updating your conflict of interest and outside activity disclosure in CAMS. Guides for Clarification Requests, Management Plans, and Pre-Approval Requests are available on the <u>CAMS Website Training page</u>. Instructional videos for completing a <u>Disclosure Profile Update</u> or submitting a <u>Pre-Approval Request</u> for outside employment/activities are also available.

How to update your Disclosure Profile in CAMS:

1. Access your CAMS Profile using the link provided in your email notification from the system.



Your profile can also be accessed through the myFSU Portal, and the Disclosure Profile link in your Inbox.



	Dashboard	Agree	ements	COI	Export Control	Grants	IACUC	IRB	
Page for									😮 Help
	Create 💌		My Inbox	My Reviews					
		_	My Inbo	x					
	Recently Viewed								
	Recent Pinned		Filter by	ID	Enter text to sea	arch	Add Filte	er 🗙 Clear All	\$
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	display.		DP000	000051 Disclosure P	rofile for	1/10/2022 2:00 4	AM 4/4/2022 2:00 AM	Action Required	Andrea Californi

2. Click on "Edit Disclosure Profile" to open the SmartForm.

	Dashboa	rd	Agreements		COI	xport Control	Gra	nts	IACUC	
	Disclosures	Requests	Certifications	Plans	Triggering Events	Reports	Meetings	Help Cente	er	
	COI > Disclosures > Di	sclosure Profile	for							
	Action Requ	ired	Disclosure Pr	ofile fo	Aimee Sach					
	Request Pre-Approval Instruction Center									
	Complete Disclosur Update	e Profile	Action Required Review disclosure inform accurate, click on the Co	nation in the o mplete Discle	disclosure profile. When al osure Profile Update butto	l disclosure information.	on is current and	Reason The disclos been compl	ure profile is new and has neve eted	ər
			Review disclosure inform accurate, click on the Co	nation in the o omplete Discl	disclosure profile. When al osure Profile Update butto	l disclosure informatio n.	on is current and	A disclosure discloser re	profile associated with the quires renewal	
Click			Edit Disclosure Pro	file						

3. Download and read the policy training document, click the box to verify training acceptance, then click "Continue".

	Click to
	accept
Exit 🖬 Save Continue 🌖	
	ixit

- **4.** CAMS will take you through the disclosure SmartForm, beginning with Entity Disclosure Information. The help bubbles provide more information about each question as you move through the system.
 - **Select "Yes" if:** you have other employment outside of your position with FSU, own a business, or have financial interests that meet disclosure requirements. Then click "Continue".
 - Select "No" if: you have nothing to disclose or report. Click "Continue" and skip to Step 7.



Adding an Entity to your Disclosure Profile:

5. A new window will open for you to enter information related to financial interests or outside employment.

	Entity Disclosure Information								
	▼ General Information								
	1. Entity:								
Click to add an entity	If the entity is not included in the above list, enter the details about the entity here: → My Outside Employment ···· ③								
	 2. * Relation to discloser: Self Spouse Dependent Child 								
	3. * Disclosure types: 🕑								
	Name Description								
	Equity Stock, Stock Options, or Ownership Interest								
	Consulting or Other Consulting means giving expert advice to people or entities working in a specific field on a short-term basis (e.g., expert witness Professional Services servicies advising on research product design etc.)								
	Editorial Services Journal services, scientific editor services								
	Intellectual Property Intellectual Property Rights and Income paid directly to you								
	Divestiture and Cash Pay-out Sale of equity								
	Travel which is paid on your behalf and not reimbursed to you, that is related to your institutional responsibilities. This disclosure requirement does not apply to travel that is reimbursed or sponsored by a Federal, state, or local government agency, an Institution of higher education as defined at 20 U.S.C. 1001(a), an academic teaching hospital, a medical center, or a research institute that is a affiliated with an Institution of higher education.								
	Board Service Board of Directors, Board of Trustees, Scientific Advisory Boards external to FSU								
	Outside Employment Employment external to your FSU employment								
	Other Appointments Compensated or Uncompensated (e.g. positions, appointments, fellowships, or talent programs)								
	Gifts, Prizes and Honoraria Gifts, Prizes, Speaking compensation or Honoraria (e.g. Nobel Prize, Honorary Degrees, etc.)								

6. SmartForm questions for the disclosure type will open. (Outside Employment is shown below.)

	▼ Outside Employment
	Employment external to your FSU employment
	1. * Estimated compensation in the past 12 months: (If uncompensated, enter 0)
	6000
	2. * What is the FTE (full-time equivalent) percent?
	12.5
	3. Additional information that would help clarify this disclosure:
	4. Related documents:
	+ Add
	There are no items to display
	5. * Approximate Start Date:
	1/10/2022
Use 12/31/0000 for	6. * Approximate End Date: 🕢
ongoing employment	12/31/9999

Click the "Complete Disclosure Profile Update" button to submit your disclosure.
 Note: Only clicking Save or Finish will not submit your update.

Complete Disclosure Profile Click the Complete Disclosure Profile Update button to satisfy the following: The disclosure profile is new and has never been completed An administrator has requested that the disclosure profile be reviewed and/or updated		Click to verify			
	G	S Exit	Save	Finish	

8. Click OK to approve that all disclosure information is current and accurate.

	Complete Disclosure Profile Update
	By completing your disclosure profile update you are verifying that all disclosure information is accurate and current.
Click to	
complete	OK Cancer

9. Your update is complete. Your profile will show "No Action Required" and you should receive an email verification from CAMS.

CONFLICT ADMINISTRATION MANAGEMENT SYSTEM	I					Hello,		
Dashboard	Admin	Agreements	COI	Export Control	Grants	IACUC •••		
Disclosures Requests	Certifications	Plans	Triggering Events	Reports Meeti	ngs Central Act	ions Help Center		
COI > Disclosures > Disclosure Pro No Action Required		e Profile fo	r			🗲 Admin View <table-cell> Help</table-cell>		
Disclosure profile last	Instruction Center							
Training last completed:	Action Required Reason No actions need to be taken at this time Discloser's disclosure profile is up-to-date and requires no action							
Training expiration date:	View Disclosu	History						
	Filter by 🔞	Activity 🔻	Enter text to search	٩	Add Filter 🗙 Clear Al	•		
	Activity			Author	▼.	Activity Date		
	Disclosure F	Profile Update Comp	leted			10.000 - 11.00		
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