



Respond to a Request for Clarification

This guide is designed to aid in the process of responding to a **Request for Clarification** in the CAMS module. For further assistance, please contact the CAMS Help Desk at CAMS@fsu.edu.

Respond to a Request for Clarification

If a reviewer has questions or asks you to provide additional information about your Disclosure Profile or Pre-Approval Request, you will receive an e-mail notification¹ requesting clarification. Review the request details and then respond to the request. Depending on the request, you may need to update your Disclosure Profile or Pre-Approval Request.

1. To review the request details and submit your response, click on the link contained in the e-mail notification and log on to CAMS in order to access your Disclosure Profile and respond to the request.
2. Note the information in the Instruction Center:

Instruction Center	
Action Required	Reason
Go to the Instructions and Policies page to review training and education materials. Check the box to certify that the materials have been accepted.	Discloser's training is out of date
Click on the Submit Response button to review the clarification request and respond.	A reviewer has requested clarifications by the discloser

3. On the disclosure workspace (left navigation pane), click **Submit Response**.

Action Required

Disclosure profile last completed:
1/8/2021

Training last completed:
1/4/2021

Training expiration date:
1/4/2022

[→ Submit Response](#)

4. Click **Update** on the request to which you are responding.

Submit Response

Clarifications have been requested regarding the disclosures on your profile. You can provide a response for each available clarification below.

1. Pending clarification requests:

	Request Date	Requestor	Request Source	Response Entered
Update	11/16/2021	Esteban Smith (coia)	Research Portfolio Review for Diana Key	No

OK Cancel

¹ CAMS uses the Business Email data from OMNI HR for sending notifications, regardless of which address is checked as Preferred.

Note: There may be multiple clarification requests outstanding at the same time.

5. A new dialog box will open. In the Request text field (Q3), review the request sent by the reviewer.
6. Review any attached documents (Q4).

Edit COI Clarification

Clarification requested for Research Portfolio Review for Diana Key

1. Request date:
11/16/2021

2. Requestor:
Esteban Smith (coia)

3. Request text:
Please confirm the Pfizer consulting amount entered.

4. Request documents:
There are no items to display

5. * Response text:

6. Response documents:

+ Add
There are no items to display

* Required OK Cancel

7. In the Response text box (Q5), type your response to the reviewer and click **OK**. You can also attach documents that explain your response. **However**, if the reviewer requires changes to your Disclosure profile, you need to **CANCEL** out of this popup window and navigate back to the workspace to Edit Disclosure Profile to make an update. (Refer to CAMS Discloser Guide as needed.)
8. At this point, because the Disclosure Profile will still be in an Action Required state, you need to click on **Complete Disclosure Profile Update** (on the left navigation pane) to move the Disclosure Profile out of an Action Required state. Disclosers easily miss this step, resulting in their disclosure profile staying in an Action Required state for many days.
9. Once the update to the Disclosure profile is complete, you need to return to instruction Step 3 above to finalize your response to the clarification request. This time, enter a note in Q5 that you have updated your disclosure, and click **OK**.

After you have responded to all outstanding clarification requests, your Instruction Center will be updated accordingly. **If your Disclosure Profile is in a No Action Required state, you can log off the system.**