

# Glossary of Terms for CAMS

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<b>Board Service</b>	Board of Directors, Board of Trustees, or Scientific Advisory Boards external to FSU
<b>Certification</b>	A Certification is an object that is reviewed as a result of a disclosure. A <i>Research Certification</i> is the review of the relatedness and conflicts of interests from research disclosures. A <i>Research Portfolio Review Certification</i> is a review of all research disclosures of an individual to determine if further review is warranted for any of the disclosures.
<b>COI Administrator</b>	CAMS has two COI Administrators (COIA). For non-research activities, the COIA is the Chief Compliance & Ethics Officer. For research activities, the COIA is the Director of Research Compliance Programs.
<b>Conflict of Commitment</b>	A conflict of commitment is an external activity that has the potential to interfere with a covered individual's time commitment to the University terms of employment. This is an area that is monitored and addressed by an individual's department chair and/or direct supervisor. Please Consult with your chair or supervisor if you have questions about a conflict of commitment.
<b>Conflict of Interest</b>	<p>A conflict of interest is any situation or relationship (personal, professional, commercial, or financial) that may compromise, or appear to compromise, a covered individual's professional judgment in carrying out their institutional activities because of an external relationship/interest of the employee or the immediate family members. A conflict of interest includes any external relations/interest that may have the possibility (in actuality or appearance) of:</p> <ol style="list-style-type: none"><li>(1) compromising an employee's or advisor's judgment</li><li>(2) biasing the nature or direction of scholarly research</li><li>(3) influencing an employer's decision or behavior with respect to research, teaching and student affairs, appointments and promotions, uses of University resources, patient care, interactions with human subjects, or other matters of interest to the University</li><li>(4) resulting in a personal or immediate family member's gain or advancement at the expense of the University.</li></ol> <p>A conflict of interest may arise because an external relationship/interest may have an appearance of conflict. Our goal is to have all employees act with honesty, integrity, and in the best interests of the University when performing their duties, and to abide by the highest ethical standards of research, educational, professional, and fiscal conduct.</p>

<b>Conflict of Interest in Research</b>	A conflict of interest arises when an individual's financial, personal, or outside interests may compromise or bias, or be perceived to compromise or bias, their professional judgement and objectivity in conducting or reporting research. Some examples of a relationship that may constitute a research conflict of interest are a financial and/or equity interest in an entity involved in your professional field, a fiduciary duty that you hold to an external entity, or a personal relationship with a collaborator. Conflicts of interest are the result of situations which might create the perception of bias, rather than any specific actions by an individual. For this reason, perceived conflicts are considered conflicts of interest regardless of whether they have materially impacted an investigator's actions. It is important to understand that the determination of a conflict of interest is an acknowledgement of such a situation, not an implication of any wrongdoing or impropriety.
<b>Consulting or Other Professional Services</b>	Consulting means giving expert advice to people or entities working in a specific field on a short-term basis (e.g., expert witness services, advising on research, product design, etc.)
<b>Dependent Child</b>	A dependent child is someone under the age of 18 that you have provided at least half of the person's total support for the year — food, shelter, clothing, etc.
<b>Discloser</b>	Any individual affiliated with FSU who is required to disclose financial or other interests in accordance with applicable University policies.
<b>Disclosure Categories</b>	CAMS automatically assigns a Disclosure Category to every employee for disclosure purposes based on their assigned institution duties. Categories include Researchers, Faculty, Staff, Procurement Staff, FAMU-FSU Joint Employee, or Board Member.
<b>Disclosure Profile</b>	The Disclosure Profile is the online SmartForm that CAMS uses to capture information for conflict-of-interest determinations. The SmartForm is configured to ask questions that are pertinent only to the individual's Disclosure Category.
<b>Disclosure Types</b>	Types of external interests/activities to be disclosed.
<b>Divestiture and Cash Pay-out</b>	Sale of equity
<b>Editorial Services</b>	Journal or scientific editor services
<b>Elected or Appointed Public Office</b>	Appointment or election to public office (other than FSU Board service)
<b>Equity</b>	Stock, Stock Options, or Ownership Interest
<b>Gifts, Prizes, and Honoraria</b>	Gifts, Prizes, Speaking compensation or Honoraria (e.g., Nobel Prize, Honorary Degrees, etc.)

<b>Institutional Responsibilities</b>	To understand what is meant by “related to your institutional responsibilities,” you should think about your outside activities that are associated with your area of professional expertise, or that are related to your role at the University. Ask yourself, “Am I being asked to participate in this outside activity because I am a professional in my field at Columbia University?” If the answer is “Yes,” then it may reasonably appear that the requested activity is “related to your institutional responsibilities.” By this measure, any consultation in your area of professional expertise should be disclosed. On the other hand, if, for example, you are an orthopedist with a family business that imports rugs, that would not need to be disclosed. Keep in mind that “relatedness” is not always a bright-line determination. You should use your judgment when deciding what needs to be disclosed; but when in doubt, err on the side of transparency.
<b>Intellectual Property Rights</b>	Intellectual Property Rights and Income paid directly to you
<b>Leadership or Managerial Position</b>	President, CEO, CFO, CIO, CTO, etc.
<b>Management Plan</b>	A management plan is a document that outlines and implements measures to actively manage, reduce, or eliminate an actual, potential, or perceived conflict of interest held by an employee.
<b>Other Appointments</b>	Compensated or Uncompensated (e.g., positions, appointments, fellowships, or talent programs)
<b>Outside Employment</b>	Employment external to your FSU employment
<b>Reviewer</b>	A reviewer is an individual who approves, or recommends approval, of an individual's Certification.
<b>Sponsored Travel</b>	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 affiliated with an Institution of higher education.
<b>Spouse</b>	Spouse includes same-sex spouses/marriages or domestic/common-law partner of an employee.
<b>University Resources</b>	Facilities; personnel; students; equipment; secure internet system (VPN); confidential information; FSU email, telephone, address lists of University faculty, staff, students, or alums; University address; University name/mark/logo; your University position or role to promote outside businesses or products.