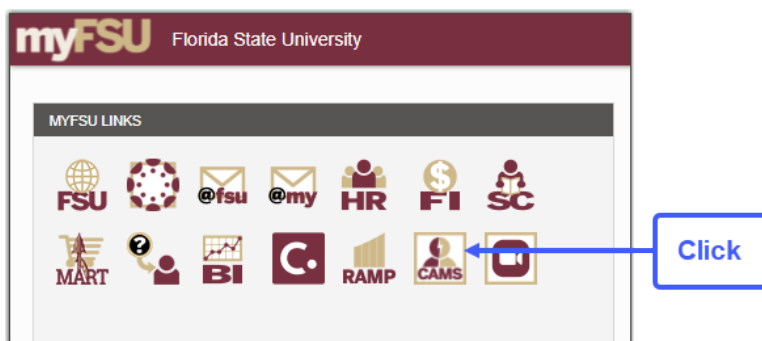


Quick Guide to Reviewing Disclosure Profile in CAMS

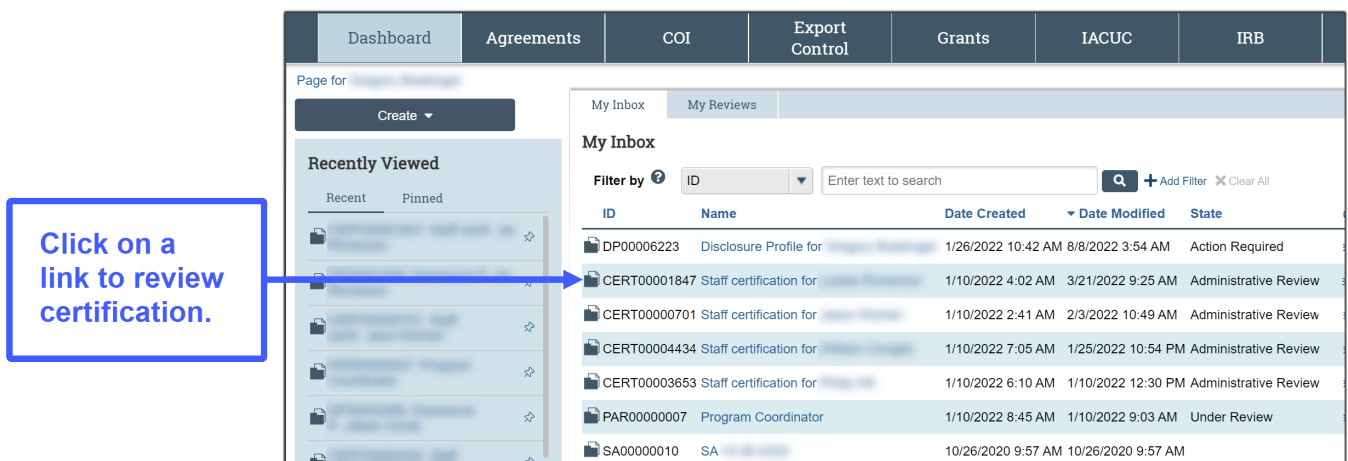
This guide will give basic guidance through the review process of disclosure profiles and certifications in CAMS. Guides for Clarification Requests, Management Plans, and Pre-Approval Requests are available on the [CAMS Website Training page](#). A video demonstration of the [CAMS Certification](#) review process is also available.

How to Review a Disclosure Profile Certification in CAMS:

1. Enter CAMS using the icon in the myFSU portal.



2. CAMS will open to your Dashboard Inbox which shows all Certifications that are awaiting review.



3. The disclosure certification will open in Administrative Review.

Administrative Review

CERT00001847: Staff certification for [redacted]

Certification type: Staff
 Review type: Distributed Review
 Assigned reviewer: [redacted]

Discloser: [redacted]
 Discloser's department: Natl High Magnetic Field Lab
 Has significant financial interest: Yes

Next Steps

- Review Certification
- Submit Administrative Review
- Request Clarifications
- Route To Department
- Assign Reviewer
- Manage Ancillary Reviews
- Add Comment

History | Snapshots

Filter by: Activity | Author | Activity Date

Activity	Author	Activity Date
Profile Updated	[redacted]	3/21/2022 9:25 AM

4. Use the check boxes on the right to indicate that each section has been reviewed. This will also save your progress in case there is a need to stop in the middle of reviewing a profile.

Entity Disclosure Information

1. Discloser has information to disclose regarding entities:
 Yes No

2. Entity disclosures:

Entity	Foreign Entity?	Relation to Discloser	Disclosure Types	Total Value	Total Time Commitment (Days)	Date Created	Last Modified
View	No	Self	Consulting or Other Professional Services	\$	10	7/25/2022	7/25/2022

Differences

Added: [redacted]

Above section has been reviewed: **Click**

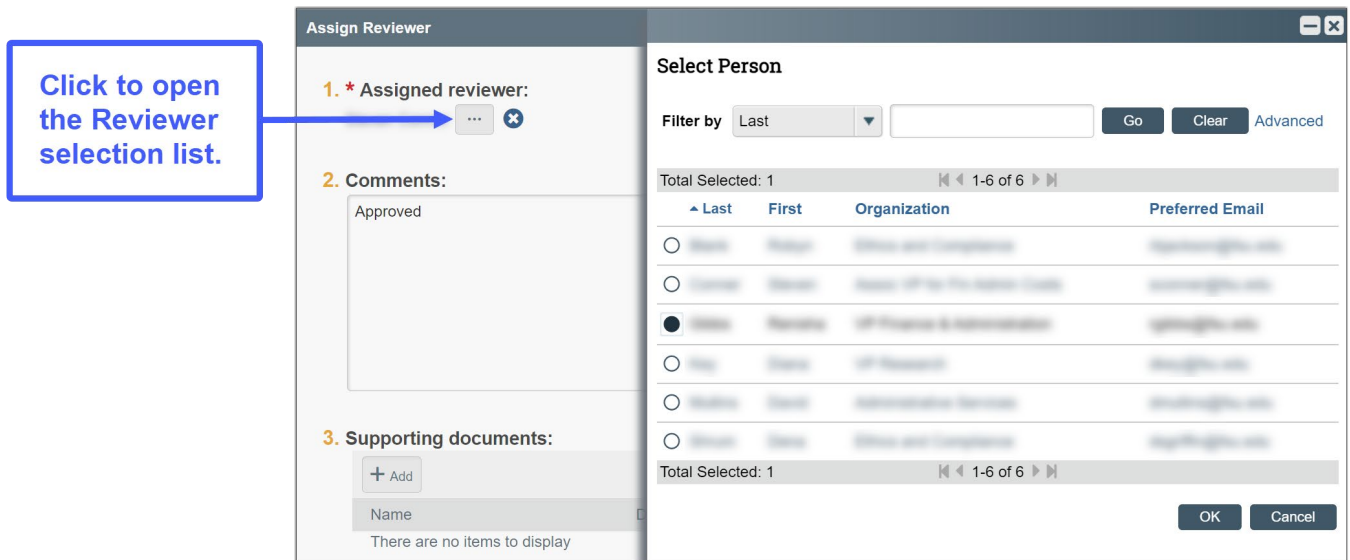
5. Click on "View" to open a pop-up window for more detail about a specific item being disclosed.

The screenshot shows a web form titled "Entity Disclosure Information". On the left side, there is a "View" button highlighted with a blue box and an arrow pointing to the "View" link in the "Entity disclosures" section. The main form area contains several sections: "1. Discloser has information" with radio buttons for "Yes" and "No"; "2. Entity disclosures:" with a table of disclosures; "3. Differences" with a list of changes; and "4. Other Appointments, Compensated or Uncompensated" with a list of items. A "View" button is also present in the top right corner of the form.

6. When your review is complete, click on "Assign Reviewer" to assign it to the next reviewer. Only the Final Level 3 reviewer should click "Submit Administrative Review."

The screenshot shows a web page titled "CERT00008577: Staff certification for [Name]". The page has a navigation bar at the top with tabs for "Dashboard", "Admin", "Agreements", "COI", "Export Control", and "Grants". Below the navigation bar, there are sub-tabs for "Disclosures", "Requests", "Certifications", "Plans", "Triggering Events", "Reports", "Meetings", "Central Actions", and "Help Center". The main content area includes a "Next Steps" section with a "View Certification" button, a "Route To Department" button, and an "Assign Reviewer" button highlighted with a blue box and an arrow. The "Assign Reviewer" button is labeled "Click Assign Reviewer." in a blue box. The page also features a "History" section with a search bar and a table of activities.

- The Assign Reviewer window will open. Click the ellipses (...) to choose the next reviewer from the pick list. If you are the first reviewer of the disclosure profile, select the Level 2 reviewer. If you are the Level 2 reviewer, select the Level 3 reviewer. Add comments for the next reviewer to reference and click OK.



- The Certification stays in Administrative Review and will show that it has been assigned to the next reviewer. CAMS will notify the next reviewer that the certification has been assigned to them. Click the Dashboard tab at the top to return to your Inbox.

