## 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 <u>CAMS Website Training page</u>. A video demonstration of the <u>CAMS Certification</u> 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.

	Dashboard	Agreements	COI	Export Control	Grants	IACUC	IRB
	Disclosures F	equests Certifications	Plans	Triggering Events	Reports Meetings	Help Center	
Click to see	COI > Certifications > Staff o Administrative Review Certification created date: 1/10/2022 4002 AM Profile last submitted date: 3/21/2022 Training expiration date: 2/4/2023 Next Steps Review Certification	ertification for CERTOOU Certification type: St Review type: Distribu Assigned reviewer: Awaiting Profile Update	001847 aff ted Review Administrat Review Clarificatio Requeste	: Staff certif	ication for Discloser: Discloser Has signifi	s department: Naü High Ma cant financial interest: Ye	ignetic Field Lab s
	Submit Administrative Re	view					
	Request Clarifications	History Snaps	hots				
	Acute To Department	Filter by 🕄 Activ	vity 🔻	Enter text to search	۹ +	Add Filter 🗙 Clear All	
	Assign Reviewer	Activity		Author		- Activity	Date
	Manage Ancillary Review	B Profile Upda	ated	-		3/21/2022	9:25 AM
	♀ Add Comment						

**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.

Compare current state of version: 1.1 Transition to Administrative Review With 1.0 Transition to No Review Required 11/12/2022 4:06:48 PM ◆ Changes found on 2 steps:	En 1	Disclos	Disclosur ser has inform	e Informa	tion se regarding entities:						
Disclosure Profile Information     Image: Comparison of the second			Old Value: no	modified a few sec	onds ago • version 1.1 (Transition to Adminis	strative Review)					
Pre-Approval Requests	2.	hidden -	> visible disclosures: inity Foreign Entity? No ifferences > Added:	Relation to Discloser Self modified a few sec	Disclosure Types Consulting or Other Profession ands age • version 1.1 (Transition to Admini	Total Value al Services \$ strative Review)	Total Time Commitment (Days) 10	Date Created 7/25/2022	Last Modified 7/25/2022		
										Above section has been reviewed:	Clic

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



**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."

	Dashboard	Admin	Agreements	COI	Export Control	Grants
	Disclosures Requ	ests Certifications	Plans Triggering	g Events Reports	Meetings Cer	ntral Actions Help Center
	COI > Certifications > Staff certific	ation for				
Click Assign	Ad unistrative Review Certification created date: 5/25/2022 12:21 PM Profile last submitted date: 5/27/2023 Training expiration date: 5/27/2023 Next Steps View Certification	CERTOOODOR Certification type: Staff Review type: Distributed Re Assigned reviewer:	Administrative Review	f certificati	On for Discloser: Discloser's depart Has significant find	nent: College of Law ancial interest: Yes
Reviewer	Assign Reviewer	History Snapshots				
Reviewen	Manage Ancillary Reviews	Filter by      Activity	Enter text t	Enter text to search		Clear All
	Add Comment	Activity		Author		→ Activity Date
		Profile Updated				1070000000000000

7. 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.

	Assign Reviewer							
Click to open the Reviewer selection list.	1. * Assigned reviewer:	Select Person						
		Filter by Last		•	Go Clear Advanced			
	2. Comments:	Total Selected: 1		📢 🖣 1-6 of 6 🕨 🕅				
	Approved	▲ Last	First	Organization	Preferred Email			
		0	Name -	One and Completes	Appendix and the second			
		0	lane.	Annual Of the Foundation Contra	and the set.			
		• •	Renarca	Of France & Americanster	quality of			
		0	Trans.	of Research	maggine and			
		0	(inclusion)	Astronomical Services	and signal and			
	3. Supporting documents:	0	Contract Inc.	Division and Compliance	auge the group was			
	+ Add	Total Selected:	1	I ◀ 1-6 of 6 ► ►				
	Name	c			OK Cancel			
	There are no items to display							

**8.** 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.

Click	Dashboard	Admin	Agreements	COI	Export Control
	Disclosures Reque	ests Certifications Plans	Triggering Events Re	eports Meetings	Central Actions Help Center
	COI > Certifications > Staff certificat Administrative Review Certification Created date: 1/10/2022 5:42 AM Profile last submitted date: 5/9/2022 Training expiration date: 4/25/2023 Next Steps View Certification Route To Department	on for CERTOODOO Certification type: Staff Review type: Distributed Review Assigned reviewer: Awaiting Profile Update Clarificat Review	Staff certific	ation for	Discloser: Discloser's department: Has significant financial interest:
	Assign Reviewer	History Review Information	Snapshots		
	Manage Ancillary Reviews	Filter by 🚱 Activity	Enter text to search	Add Fi	ilter 🗶 Clear All
	Add Comment	Activity			Author
		& Reviewer Assigned			Bran Inco