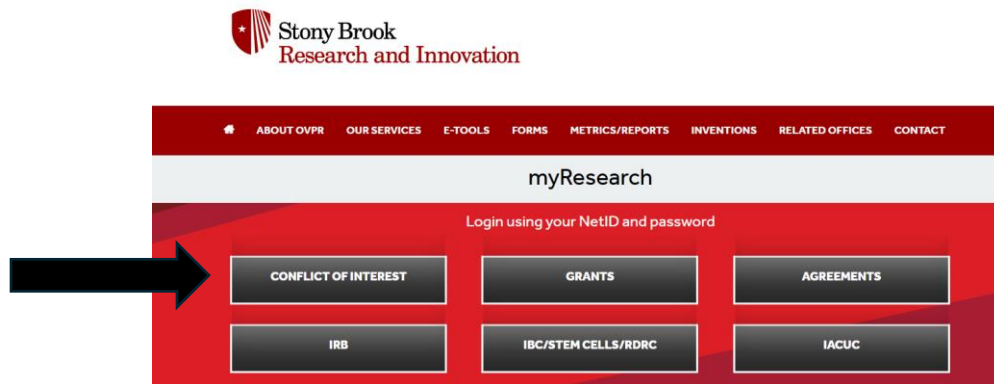


## Step-by-Step: Completing your Disclosure Profile in myResearch\*

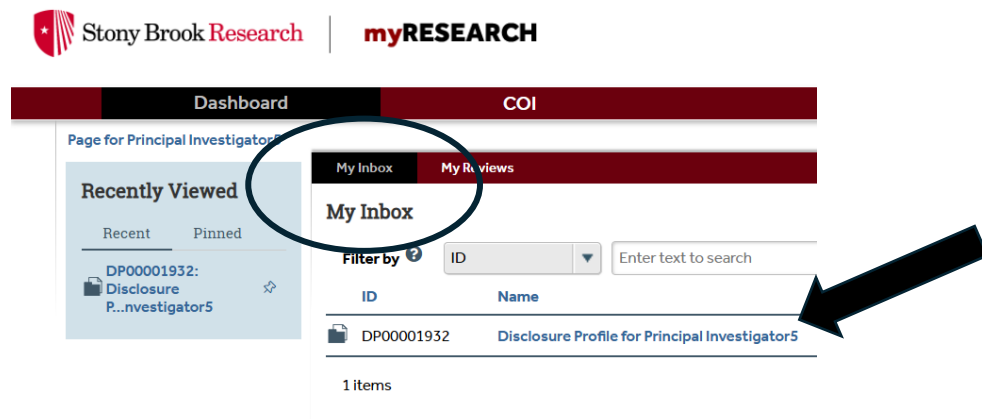
**STEP 1:** Go to myResearch\* at <https://research.stonybrook.edu/myResearch.php/>

**STEP 2:** Log in to the Conflict of Interest module using your NetID and password



If you get an error message when logging in to the Conflict of Interest module, please reach out to the OVPR Admin at [ovpr\\_coi\\_admin@stonybrook.edu](mailto:ovpr_coi_admin@stonybrook.edu) to request disclosure rights in the portal. You will need to provide your Solar ID (nine-digit Stony Brook University ID).

**STEP 3:** Go to your InBox and select your Disclosure Profile



**STEP 4: Edit your Disclosure Profile**

COI > Disclosures > Disclosure Profile for Principal Investigators

**Action Required**

**COI CITI Training Last Completed:**  
None

**RCR CITI Training Completed:**  
No

**CITI Training RCR Mentoring Last Completed:**  
No Training Info Available.

Submit Disclosure Profile Update

Review and Accept Plans

### Disclosure Profile for Principal Investigators

Action Required	Reason
Review the information provided in your Disclosure Profile. If updates are needed, click on the "Edit Disclosure" button to update your Disclosure Profile. When all information is current and accurate, click on the "Complete Disclosure Profile Update" button.	Disclosure profile update(s) pending. You have made updates to your Disclosure Profile that have not been submitted.
Click on the "Review and Accept Plans" button, then click on the "Update" button to review and accept the management plans.	Acceptance of a management plan is required.

Edit Disclosure Profile

Management Plan	Status	Last Accepted Date
antolanJMTestingagain@S	Pending	
	Pending	

Entity	Foreign Entity?	Publicly Traded?	Relation to Discloser	Disclosure Types	Total Value
Merck and Company	No	No	Self	Consulting or Other Professional Services	\$2,500.00
Pfizer Pharmaceuticals	No	No	Self	Consulting or Other Professional Services	\$12,000.00

**STEP 5: Review the *Instructions and Policies* for disclosure and then click on the *Continue* button**

Stony Brook Research | myRESEARCH | Hello, Principal Investigator5

Editing: DP00001932

### Instructions and Policies

Stony Brook University (SBU) is committed to ensuring the highest integrity in conduct of teaching, scholarship, research, and patient care. This commitment requires attention to potential conflicts of interest and conflicts of commitment that could compromise the reputation or integrity of SBU, its community or its scholarly activities. As part of its mission, the Office of the Vice President for Research manages Stony Brook University's annual disclosure process.

**Who Needs to Disclose**

Disclosure of External Interests & Commitments Policy requires the following individuals create and maintain an up-to-date Disclosure Profile ("Covered Individuals"):

- Staff
- Researchers (salaried and non-salaried)
- Executive/senior leadership
- Other personnel who advise on, negotiate or approve, on behalf of the University, transactions, arrangements or agreements with external parties involving the use of University resources

**Salaried Faculty:** Any faculty member receiving compensation from the University, excluding all part-time lecturers/adjuncts who are not conducting research; and all clinical faculty who are not conducting research.

**Researchers:** For the purposes of this policy, researchers are defined as:

- Investigators – University faculty, staff or students who are responsible for the design, conduct, or reporting of research activities (the following are not included: individuals who do not make independent decisions regarding the design, conduct, or reporting of the activity in question, and only work on or are engaged in the activity for example, in most cases research assistants, undergraduates and administrative assistants will not be considered responsible for the design, conduct, or reporting of activities of a research project);
- Any University faculty who are identified in a budget or who are acting as a consultant or collaborator in any and all research activities;
- University faculty, staff or graduate students who are named as study personnel on any externally funded research studies involving human subjects; and
- All members of the Institutional Review Board (IRB), Institutional Animal Care and Use Committee (IACUC), Institutional Biosafety Committee (IBC), Radioactive Drug Research Committee (RDRC), and Stem Cell Committee.

**Executive/senior leadership:** Includes, but is not limited to, all vice presidents, provosts, deans, CHIEFs, etc.

**How to Disclose**

Covered individuals are required to do the following:

- Create Profile: Create a Disclosure Profile.
- Maintain Profile: Maintain their Disclosure Profile by modifying their profile to account for new or anticipated external interests and/or commitments within 30 days.

Exit Save Continue

**STEP 6: You now see the *Entity Disclosure Information* page where you can *Add* a disclosure**

Validate Compare

Editing: DP00001932

### Entity Disclosure Information

1. \* Do you have any financial interests and/or outside activities? ?

Yes  No [Clear](#)

2. \* Entity disclosures:

+ Add

	Entity	Foreign Entity?	Publicly Traded?	Relation to Discloser	Disclosure Types
<input type="checkbox"/> Update	Merck and Company	No	No	Self	Consulting or Other Professional Services
<input type="checkbox"/> Update	Pfizer Pharmaceuticals	No	No	Self	Consulting or Other Professional Services

**STEP 7:** Add a disclosure entity and indicate the *Relation to [the] discloser* and the *Disclosure type*

The screenshot shows the 'Add Disclosure' form with the following sections:

- Entity:** A search box with a dropdown arrow.
- or**
- If you cannot find the entity in the above list, enter the details here:** A text input field with a dropdown arrow.
- 2. \* Relation to discloser:** Radio buttons for 'Self', 'Spouse', and 'Dependent Child'.
- 3. \* Disclosure types:** A table with columns 'Name' and 'Description'.
 

Name	Description
<input type="checkbox"/> Equity	Shares of stock you own, including options, warrants, or promises of such, etc., whether the company is privately or publicly held
<input type="checkbox"/> Consulting or Other Professional Services	Includes but is not limited to: Advisory, scientific, advisory board, expert witness services, non-employee professional/consulting relationships
<input type="checkbox"/> Editorial Services	Journal services, scientific editor services, or royalties from publication activities (e.g. manuscripts, books, films, music)

Buttons at the bottom: OK, OK and Add Another, Cancel. A '\*Required' label is present.

**STEP 8:** Answer all *General Questions*

The screenshot shows the 'General Questions' section with the following questions:

- 1. \* Do you employ or supervise anyone at Stony Brook University (including Research Foundation employees) that you know to be a relative (whether by blood, adoption, or marriage/domestic partnership), or with whom you are in a romantic relationship, or who otherwise resides in your household or the household of a relative?** Radio buttons for 'Yes' and 'No', with a 'Clear' link.
- 2. \* Are you a non-faculty member named on one or more active research studies involving human subjects?** Radio buttons for 'Yes' and 'No', with a 'Clear' link.
- 3. \* Are you currently participating in, or in the last twelve (12) months participated in, a foreign talent recruitment program? If yes, please also answer yes to the question "Do you have any financial interests and/or outside activities to report" in the Entity Disclosure Information section above and provide details of this activity.** Radio buttons for 'Yes' and 'No', with a 'Clear' link. A definition of 'foreign talent recruitment program' is provided below.
- 4. \* Have you reviewed for the disclosure of financial interests and/or outside activities in the 'Entity Disclosure Information' section? Instructions on what needs to be disclosed can be found in the 'Instructions and Policies' section. Interests, activities, and relationships should be added, updated and/or removed as appropriate for the reporting period.** Radio buttons for 'Yes' and 'No', with a 'Clear' link.

Buttons at the bottom: Exit, Save, Continue.

**STEP 9:** Click on "Submit Disclosure Profile Update" and follow the screens to finalize the submission

The screenshot shows the 'Submit Disclosure Profile' screen with the following content:

- Submit Disclosure Profile**
- The following has occurred:**
  - Disclosure profile update(s) pending. You have made updates to your Disclosure Profile that have not been submitted.
- Next Steps:**
  - Click the Submit Disclosure Profile Update button after all necessary updates have been made to the Disclosure Profile.

A button labeled 'Submit Disclosure Profile Update' is circled in red.

Buttons at the bottom: Exit, Save, Save & Exit.

**STEP 10:** You should receive an email from myResearch\* indicating that your Disclosure Profile has been submitted.

Success -- you have completed your Annual Disclosure Profile!

**If you have any questions or need assistance** regarding your Disclosure Profile, please [schedule an appointment](#) with Marina Galanakis, COI Coordinator, for further consultation or email our office at [ovpr\\_COI\\_admin@stonybrook.edu](mailto:ovpr_COI_admin@stonybrook.edu).