FLORIDA STATE UNIVERSITY

CONFLICT ADMINISTRATION MANAGEMENT SYSTEM

CAMS

Discloser's Guide

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Introduction

Higher education institutions need a system for tracking researcher, staff, and leadership training and disclosures to ensure that conflicts of interest, conflicts of commitment, and outside activities are disclosed, and when necessary, managed.

This guide shows how to perform discloser activities in FSU's Conflict Administration Management System (CAMS) to identify conflicts and ensure that conflicts are properly managed.

Important features covered in this guide are:

- Disclosure Profile - The Disclosure Profile is the focal point of CAMS for the discloser. It provides a summary of the discloser's interest and everything that was disclosed previously. For more information, see Update Disclosure Profile on page 6.
- Pre-Approval Request - A Pre-Approval Request allows you to submit a request to participate in certain activities, which is then reviewed by the appropriate individual before making a determination. For more information, refer to Pre-Approval Request on page 10.

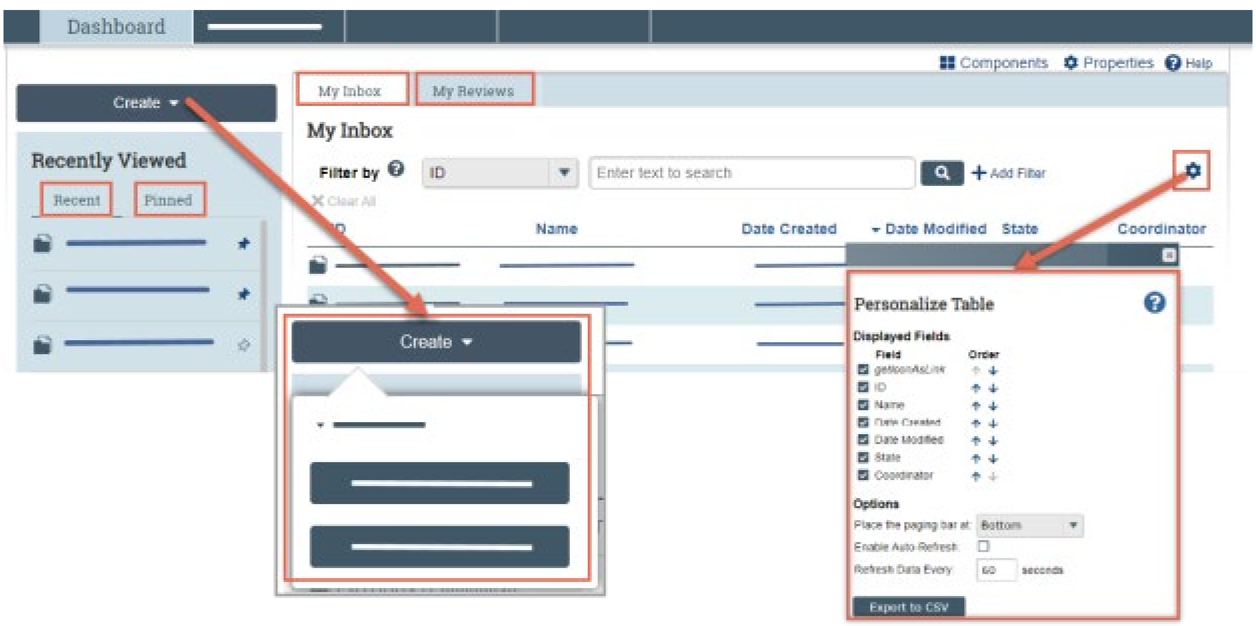
Navigation and Basic Tasks

When you first log in, you will be on your Dashboard, which is the starting point for finding items and performing many basic tasks.

To find key items

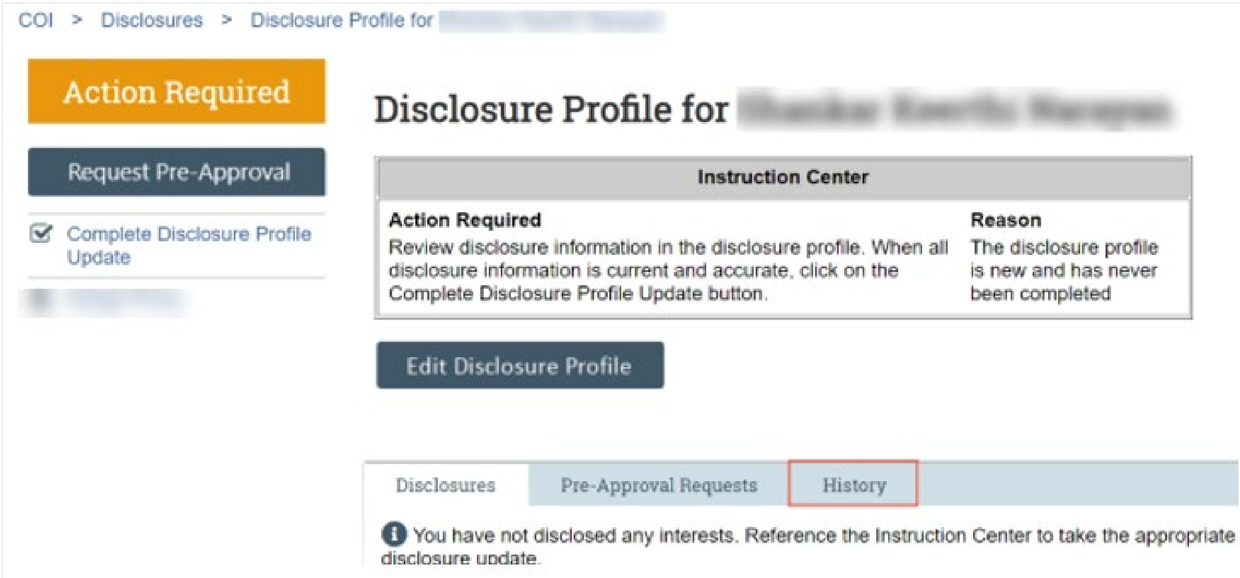
From your Dashboard, you will see:

- **My Inbox:** Items that require you to take action.
- **My Reviews:** Items assigned to you to review if you are a reviewer. These are a subset of the items in My Inbox.
- **Recently Viewed:**
  - **Recent**: The last several items you viewed. Scroll through this list to find an item you worked on recently.
  - **Pinned:** You can pin the items in the Recently Viewed section for quick and easy access. This is where those pinned items are listed.
- **Personalize Table:** You can alter the tables displayed on the dashboard by using the Personalize Table gear icon.



To view history

- From the Disclosure Profile workspace, click the **History** tab.



The History tab lists the activities performed on a Disclosure Profile including any comments, attachments added, or Disclosure Profile updates.

Filter and Sort Data

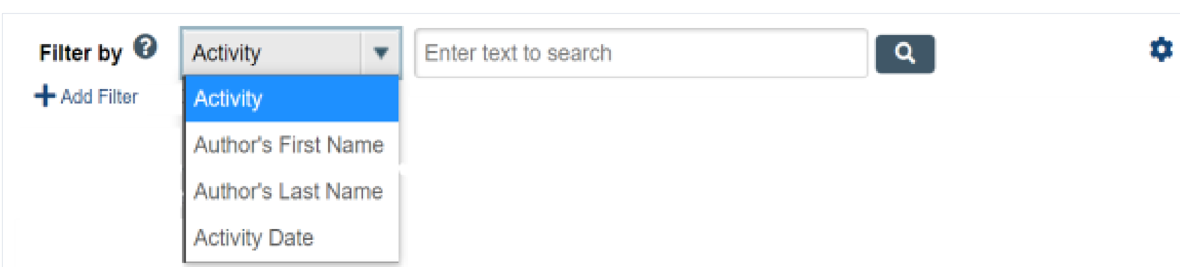
Many pages contain tables you can filter and sort to help you find the required data.

- Filtering reduces the list to only the data that meets the criteria. The advanced filter lets you combine multiple filter criteria together.
- Sorting displays the data in ascending or descending order by a particular column.

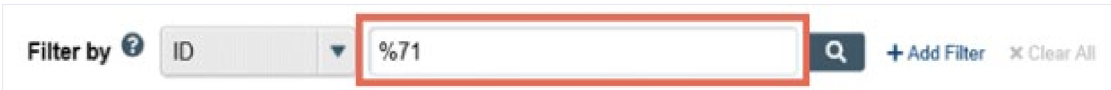
To filter data

1. Select the column to filter by from the drop-down menu. The menu lists only the columns by which you can filter.

   Note: To combine multiple filter criteria, such as, ID, Name, and Date Created, see To use advanced filters on page 6.



2. In the text box, type the beginning characters for the items you want to find. If you do not know the beginning characters, type a % symbol as a wildcard before the characters. Examples:
   - 71 shows all items beginning with 71
   - %71 shows all items containing 71 in any position



> **Tip:** For examples and a list of operators you can use, click the **Help** icon.

3. Click the magnifying glass icon to apply the filter.

   The table shows only rows that are an exact match.

> **Tip:** If you do not see the expected items in the list, click **Clear All** in the Filter By area to remove the filter.

To use advanced filters

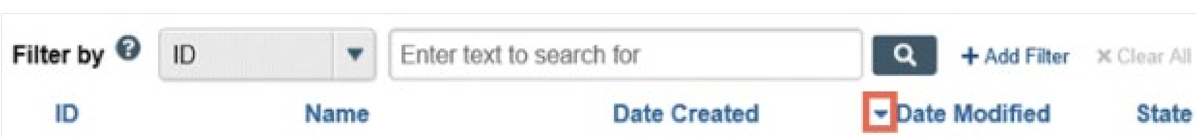
1. In the Filter by area, click **Add Filter**.

2. Enter filter criteria as explained in the To filter data on page 5.
3. To combine multiple filter criteria, click **Add Filter** once more.
4. Click the magnifying glass to apply the filter.
   The table shows only those rows that match all the filter criteria.

To sort data

1. Click the column header you want to sort by.
2. Click it a second time to reverse the sort order.
   The arrow indicates the column by which the data is sorted and the sort order, either ascending (up arrow) or descending (down arrow).

   Note: If the column header is not a link, you cannot sort by that column.



Update Disclosure Profile

The Disclosure Profile is the focal point of CAMS for the discloser. It provides a summary of the discloser's interest and everything that was disclosed previously.

Disclosers need to disclose to FSU all their financial interests related to their institutional responsibilities, or as required by policy, regulation, or collective bargaining agreement.

Disclosers also need to complete training related to the regulations and FSU's conflict of interest policy.

Update Disclosures

Disclosers record their interests in CAMS. You will receive an e-mail notification when you need to disclose your interests in CAMS. You can either click the link in the e-mail notification or go to your Disclosure Profile in CAMS to disclose your interests. You can refer the Instruction Center in the Disclosure Profile for the action that you need to take and also the reason for that action.

Note: The Disclosure Profile will be in the Action Required state if you need to update your Disclosure Profile.

To update your Disclosure Profile

If you do not have anything to disclose, do the following:

1. On the disclosure workspace, click **Edit Disclosure Profile**.
2. After you have completed your COI training within CAMS, select the check box for the question 'I certify that I have read and understood the education materials presented to me' on the Instructions and Policies page. Click **Continue** to move to the next page.
3. Select **No** for the question 'Do you have any financial interests and/or outside activities to report?'.
4. Click **Continue** to go to the Complete Disclosure Profile page.
5. Click **Complete Disclosure Profile Update** and click **OK**.
   Note: The Discloser Profile moves to No Action Required state.

If you have interests to disclose, do the following:

1. On the disclosure workspace, click **Edit Disclosure Profile**.
2. After you have completed your COI training in CAMS, select the check box for the question 'I certify that I have read and understood the education materials presented to me' on the Instructions and Policies page. Click **Continue** to move to the next page.
3. Select **Yes** for the question 'Do you have any financial interests and/or outside activities to report?'.
4. Click **Add** in the entity disclosures section.
5. Select the Entity, Relation to discloser and Disclosure types.
   Based on the Disclosure type selected, you will get additional questions.
6. Answer the questions (some are required; some are optional) and click **OK** to add the entity disclosure or click **OK and Add Another** to add the entity disclosure and then add another entity disclosure.
7. Click **Continue** to go to the Complete Disclosure Profile page.

8. Click **Complete Disclosure Profile Update** and then click **OK**.

   Note: The Disclosure Profile moves to No Action Required state.

You can view your disclosures by clicking **View** on the Disclosures tab.

Reviewing and Certifying your Training

FSU requires disclosers to complete conflict-of-interest training prior to engaging in research projects. You can review and certify your training in CAMS.

To review and certify your training

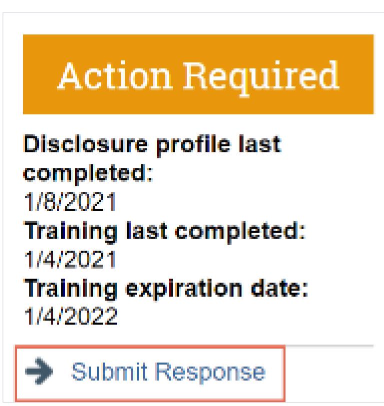
1. On the disclosure workspace, click **Edit Disclosure Profile**.
2. After you have completed your COI training and education materials, select the check box for the question 'I certify that I have read and understood the education materials presented to me' on the Instructions and Policies page. Click **Continue** to move to the next page.
3. Click **Finish** and then click **Complete Disclosure Profile Update**.
4. Click **OK**.

Respond to a Clarification Request

If a reviewer has questions or requires you to provide additional information about your Disclosure Profile or Pre-Approval Request, you will receive an e-mail notification indicating this. 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. Click on the link contained within the e-mail notification and log on to CAMS in order to access your Disclosure Profile and respond to the request.

To review the request details and submit your response

1. On the disclosure workspace, click **Submit Response** to complete the process.



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

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

3. In the Request text field, review the request sent by the reviewer.
4. Review any attached documents.
5. In the Response text box, type your response to the reviewer and click **OK**. You can also attach documents that explain your response.

   Note: If you responded to the reviewer's request in a document, you can add the document in the Response documents field.

6. Click **OK**.

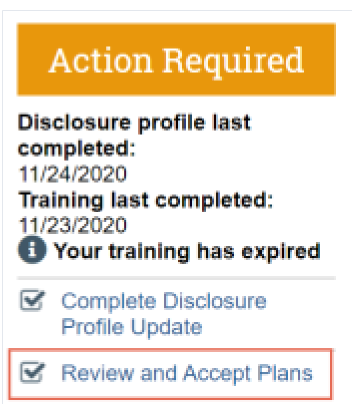
After you have responded to all outstanding clarification requests, your Instruction Center will be updated accordingly. If your Disclosure Profile is in a No Action Required state, you can log off the system.

Review and Accept Plans

When a management plan is created due to a conflict, it is important that you understand the plan and agree with the steps that have been documented. You will receive a notification when a management plan has been routed for your review. Click on the link contained within the e-mail notification and log on to CAMS in order to navigate to your Disclosure Profile to complete the review.

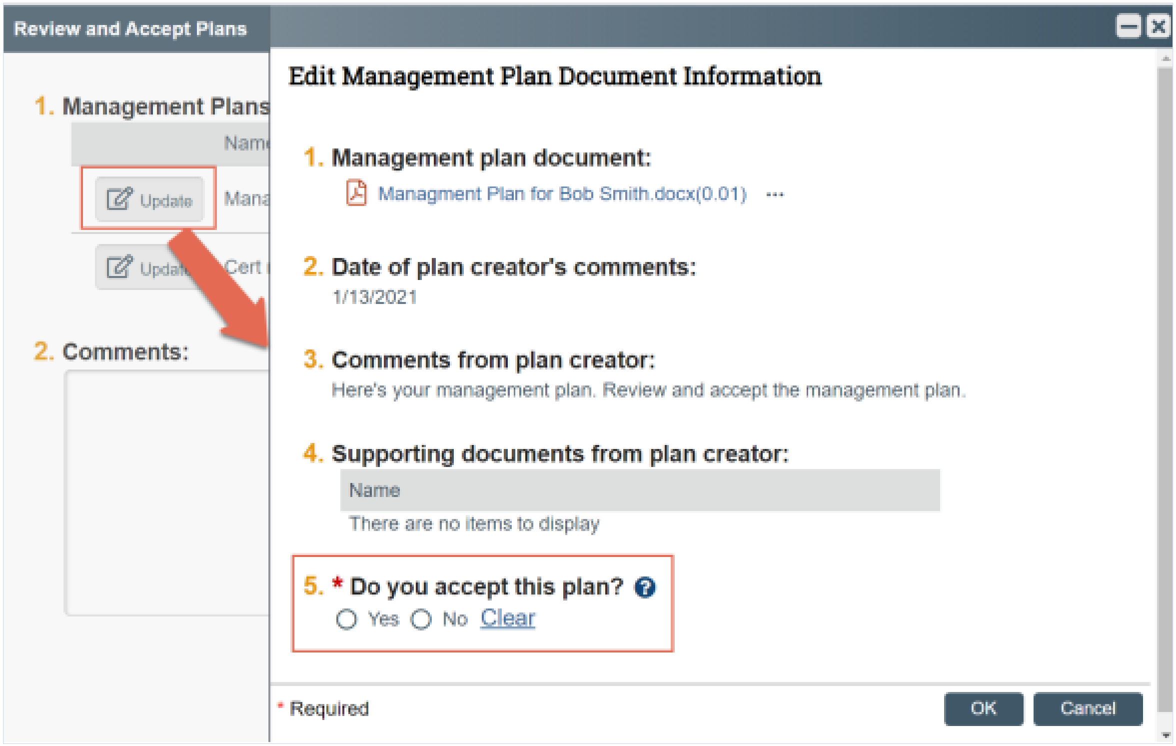
To review and accept the management plan

1. On the disclosure workspace, click **Review and Accept Plans**.



2. Click **Update** next to the management plan that you want to review.

   Note: There may be multiple management plans to review.



3. Click the management plan document to review the details of the management plan.
4. Select **Yes** to accept the management plan. Alternatively, select **No** if you need to clarify the details of the management plan or suggest edits to it.

   Note: If you select No, then you have to provide a reason for not accepting the management plan. You can also upload documents to indicate the reason.

5. Click **OK**.

Pre-Approval Request

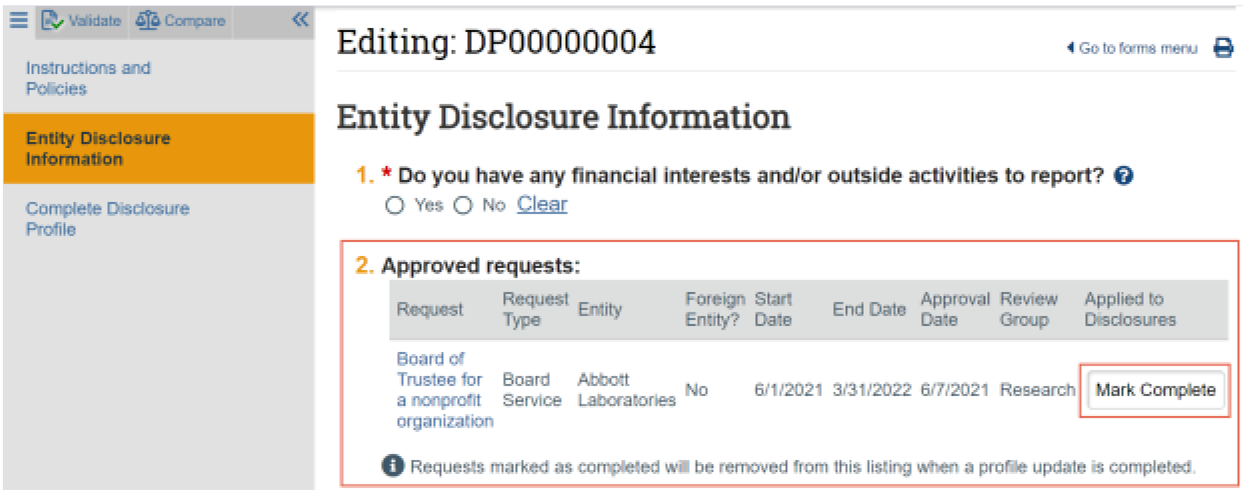
A Pre-Approval Request allows you to submit a request to participate in certain outside activities (such as board service, outside academic appointment, expert witness, etc.), which is then reviewed by the appropriate individuals before making a determination.

The Pre-Approval Request is proactive in nature, wherein you create requests in CAMS before you participate in those activities. The Pre-Approval Request is then sent for review by the appropriate reviewers, as determined by FSU. Based on the details of the Pre-Approval Request submitted, the reviewer makes an appropriate determination.

Pre-Approval Request Process

The discloser submits a Pre-Approval Request. The discloser will be notified if their Pre-Approval Request is approved or disapproved. The approved Pre-Approval Requests appear on the Approved requests section in your Disclosure Profile automatically. Once you complete the activity mentioned in this Pre-Approval Request, you can click the Mark Complete button. The Pre-Approval Requests marked as completed will be removed from the Approved requests section in your Disclosure Profile when your Disclosure Profile update is completed.

Note: These requests are still available for reference in the Disclosure Profile workspace, under the Pre-Approval Requests tab.

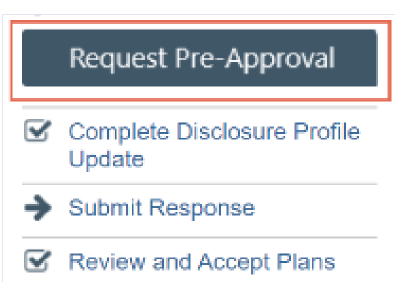


Submit a Pre-Approval Request

A Pre-Approval Request allows you to submit a request to participate in certain activities, which is then reviewed by designated individuals before making a determination. You can only select one activity in a Pre-Approval Request. If you have more than one activity that you need to request permission for, submit a Pre-Approval Request for each activity.

To create a Pre-Approval Request

1. From the Disclosure Profile workspace, click **Request Pre-Approval**.



2. Enter a name for this Pre-Approval Request (e.g., “Board service for the Johnson Foundation”, “Consulting for Acme Company”, etc.).
3. Select the type of Pre-Approval Request that you want to submit. The type of request that you select here drives the questions that you have to complete for this Pre-Approval Request. Click **Continue** to move to the next page.

   Note: You can only select one type of request at a time. If you need to submit requests for more than one type, complete the details of the first type and then create additional Pre-Approval Requests.

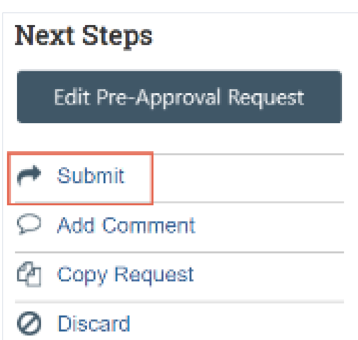
4. Complete the page and click **Continue**.
5. On the final page, click **Finish**.
   You are taken to the Requests workspace.

   Note: You can continue to edit the Pre-Approval Request (Edit Pre-Approval Request button) until you submit it.

> **Important!** Clicking **Finish** does not send the Pre-Approval Request for review. It remains in the Pre-Submission state. You can continue to edit the Pre-Approval Request until you submit it for review. When the study is ready for COI review, **you must submit it** using the steps that follow.

To submit a Pre-Approval Request from the Requests workspace

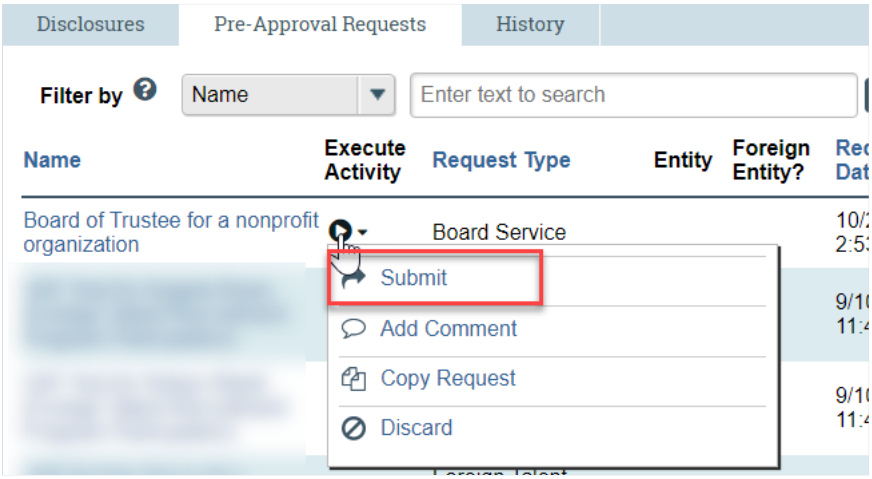
1. From the Top Navigator, click **COI** and then click **Requests**.
   The Requests page appears.
2. Click the **All Requests** tab.
3. Select the Pre-Approval Request that you wish to submit.
4. From the Requests workspace, click **Submit**.



5. Click **OK** to agree to the terms.

To submit a Pre-Approval Request from your Disclosure Profile

1. From the Top Navigator, click **COI** and then click **Disclosures**.
   The Disclosure workspace appears.
2. On the Pre-Approval Requests tab, select the drop-down menu in the **Execute Activity** column of the Pre-Approval Request you wish to submit.



3. Click **Submit** to submit this Pre-Approval Request for review.
4. Click **OK** to agree to the terms.
   The Requests workspace appears. The Pre-Approval Request is submitted and moves to the Review state.

Copy a Pre-Approval Request

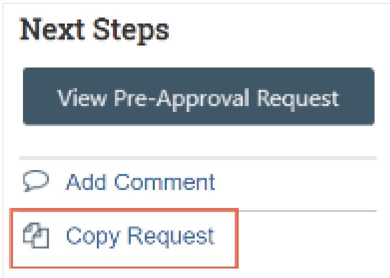
CAMS allows you to copy a Pre-Approval Request that you previously submitted. Copying a Pre-Approval Request is helpful when the Pre-Approval Requests are similar, but the start and end dates of the activity are different.

When you copy a Pre-Approval Request, all details, including the type of request and activity information are copied along with it. Once the Pre-Approval Request is copied, the new Pre-Approval Request can be edited before the new Pre-Approval Request is submitted for review. You remain the discloser for the new Pre-Approval Request, and it appears in your inbox.

To copy a Pre-Approval Request from the Pre-Approval Request workspace

1. From the Top Navigator, click **COI** and then click **Requests**.
   The Requests page appears.
2. From the Requests page, select the Pre-Approval Request you wish to copy.

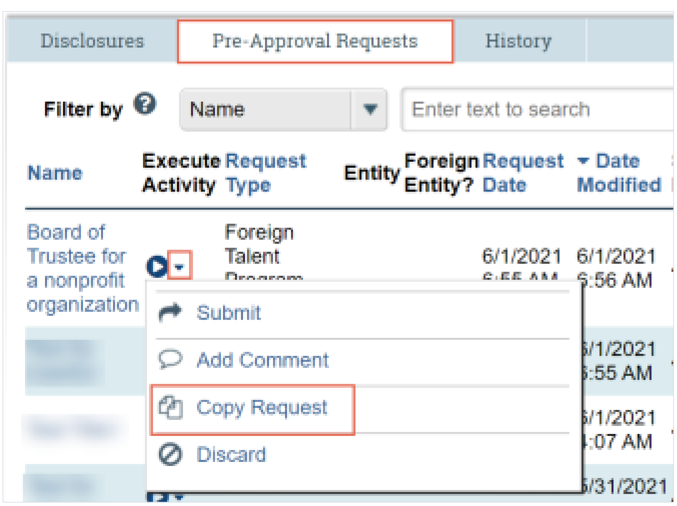
3. From the Pre-Approval Request workspace, click **Copy Request**.



4. Type a name for the new Pre-Approval Request in the New request name box.
5. Click **OK**.
   You are taken back to the Pre-Approval Request workspace.
6. On the History tab, click the new Pre-Approval Request ID link.
   The new Pre-Approval Request workspace appears.

To copy a Pre-Approval Request from your Disclosure Profile

1. From the Top Navigator, click **COI** and then click **Disclosures**.
   The Disclosure workspace appears.
2. On the Pre-Approval Requests tab, select the drop-down menu in the **Execute Activity** column of the Pre-Approval Request you wish to copy.



3. Type a name for the new Pre-Approval Request in the New request name box.
4. Click **OK**.
   You are taken back to the Disclosure Profile workspace.
5. The new Pre-Approval Request workspace appears on the Pre-Approval Requests tab. Click the new Pre-Approval Request to open it.

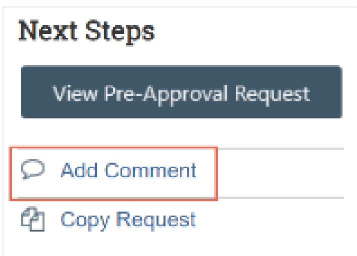
   Note: You can continue to edit the Pre-Approval Request until you submit it for review.

Add Comment to a Pre-Approval Request

You may want to add comments for reviewers to see when they review the Pre-Approval Request. When you add a comment, it appears in the Pre-Approval Request's history. Comments are viewable by any CAMS user who can view the Pre-Approval Request.

To add comment to a Pre-Approval Request

1. From the Top Navigator, click **COI** and then click **Requests**.
   The Requests page appears.
2. From the Requests page, select the Pre-Approval Request to which you wish to add the comment.
3. From the Pre-Approval Request workspace, click **Add Comment** to add a comment that is visible to anyone with access to this Pre-Approval Request.



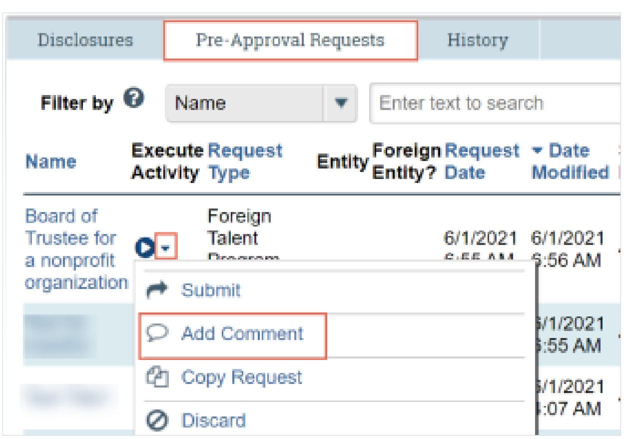
4. Type your comments.
5. If required, add supporting documents.
6. Select any roles related to this Pre-Approval Request that should receive an e-mail notification.

   Note: No one will receive duplicate e-mail notifications about your comment.

7. Click **OK**.

To add comment to a Pre-Approval from your Disclosure Profile

1. From the Top Navigator, click **COI** and then click **Disclosures**.
   The Disclosure workspace appears.
2. On the Pre-Approval Requests tab, select the drop-down menu in the **Execute Activity** column of the Pre-Approval Request you wish to copy.



3. Click **Add Comment** to add a comment that is visible to anyone with access to this Pre-Approval Request.
4. Type your comments.
5. If required, add supporting documents.
6. Select any roles related to this Pre-Approval Request that should receive an e-mail notification.

   Note: No one will receive duplicate e-mail notifications about your comment.

7. Click **OK**.
   You are taken back to the Disclosure Profile workspace.