TEXAS STATE UNIVERSITY

DIVISION OF RESEARCH
RESEARCH INTEGRITY AND COMPLIANCE

SIGNIFICANT FINANCIAL INTEREST (SFI) ANNUAL DISCLOSURE

SUBMISSION INSTRUCTIONS

All investigators engaged in research or sponsored program activities must maintain a current Significant Financial Interest (SFI) Disclosure in accordance with UPPS 02.02.07.

Step 1: Log into Kuali Research

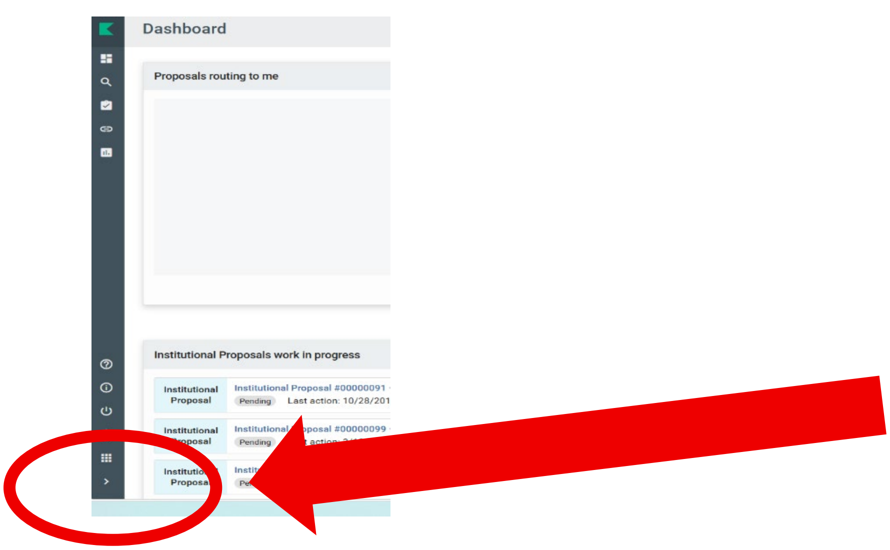
Navigate to: https://txstate.kuali.co

Sign in using your Texas State credentials

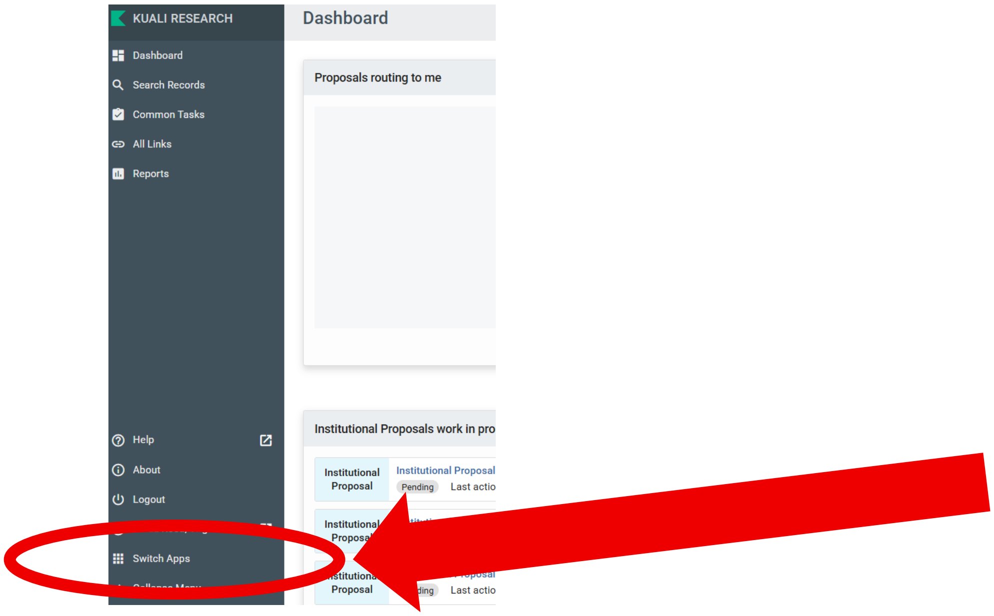
Step 2: Navigate to the Conflict of Interest Portal

When you log into Kuali Research, the navigation menu may be collapsed and appear as a narrow gray column on the left side of the screen.

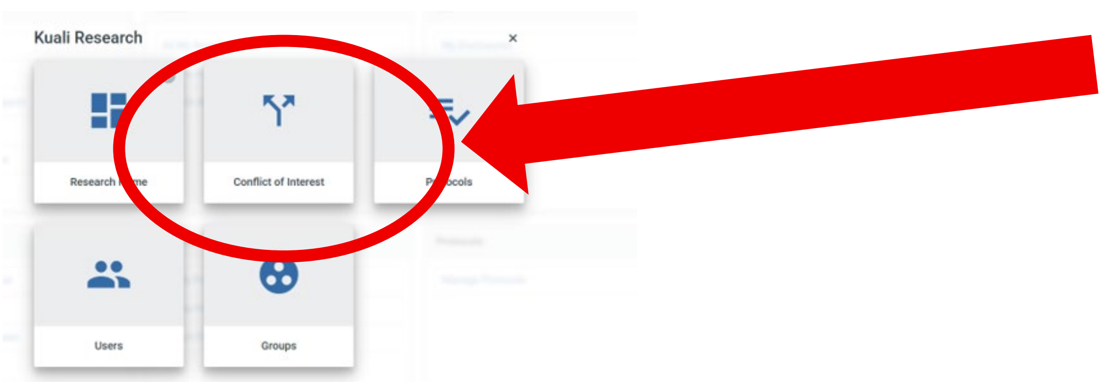
At the bottom of the menu there should be an arrow that looks like: >



That will expand the toolbar. Click the “Switch Apps” tab.

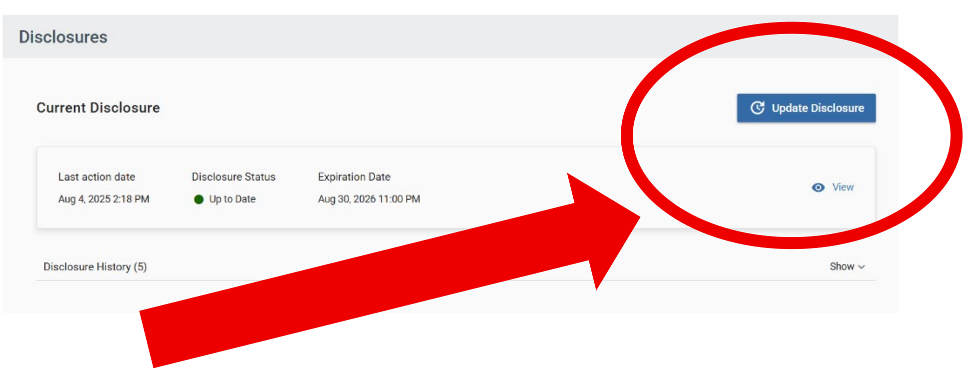


Click the “Conflicts of Interest” tile.

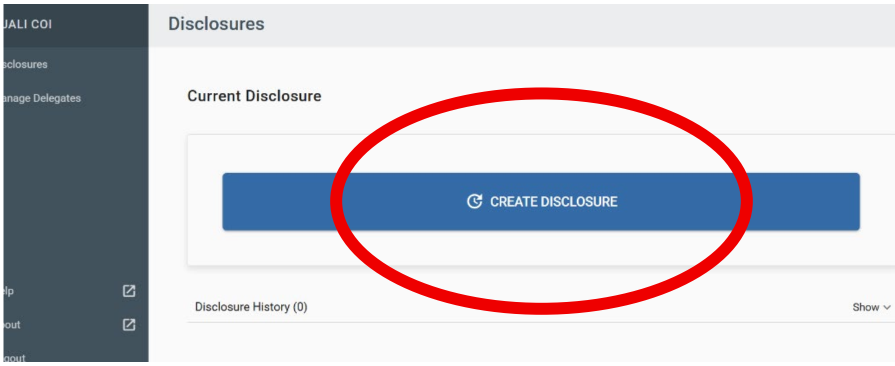


If you completed a disclosure last year, you will see it displayed.

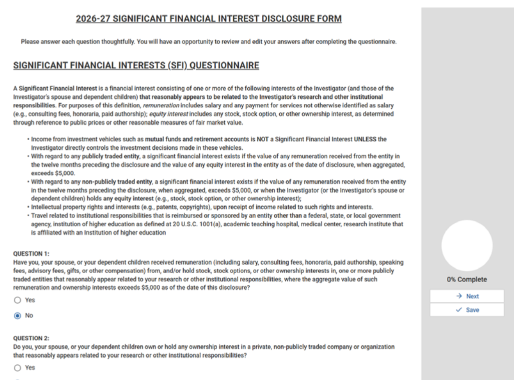
Click the blue “Update Disclosure” on the top right part of your screen.



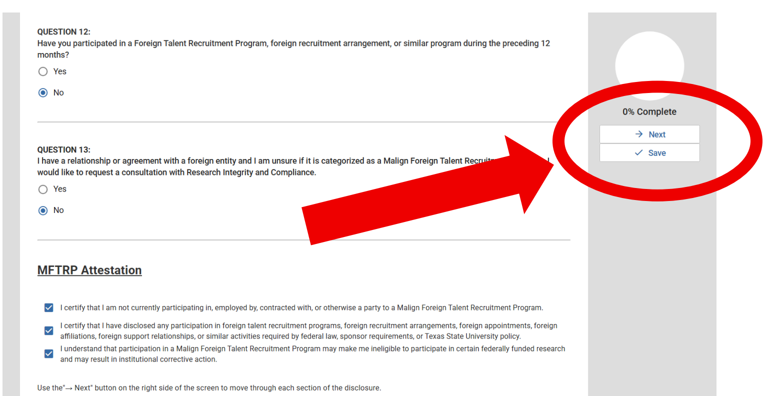
If you never submitted an SFI Annual Disclosure click the blue “CREATE DISCLOSURE” button.



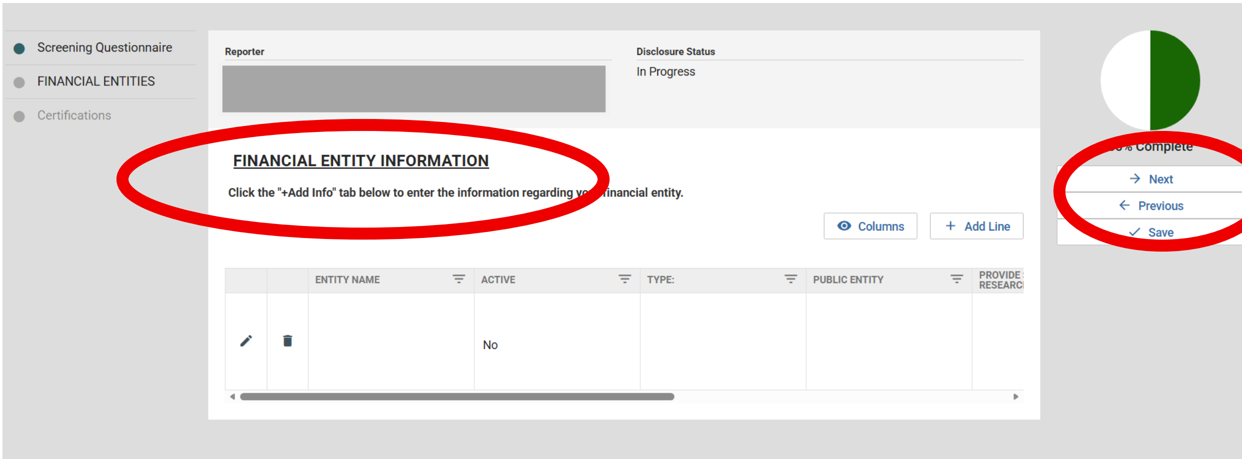
Step 3: Complete the Disclosure Questionnaire



Use the"→ Next" button on the right side of the screen to move through each section of the disclosure.



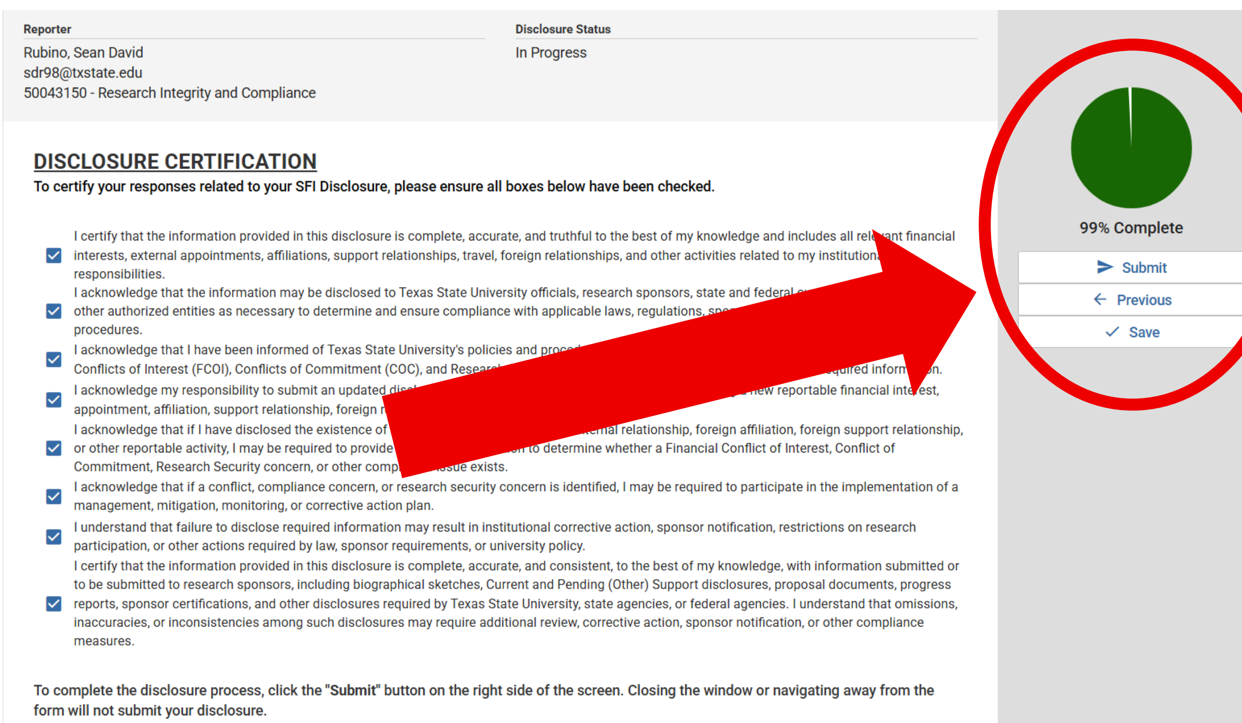
Enter all reportable financial entities related to your Texas State institutional responsibilities. After entering or updating your financial entity information, click"Next."



Step 4: Submit your SFI Annual Disclosure

After completing the certification section and reviewing your responses, click the "Submit" button on the right side of the screen to finalize your disclosure.

<u>**Important:**</u> Your disclosure is not submitted until you click "Submit" and receive a confirmation message.



Need Assistance?

If you have questions regarding SFI disclosure requirements or experience technical difficulties accessing the Kuali COI module, please contact:

Sean Rubino, Director – Research Integrity and Compliance
Email: srubino@txstate.edu
Phone: 512-245-1423