

## **eDisclose - Frequently Asked Questions and Answers**

- 1. If a faculty member has already disclosed a financial interest, and has been granted approval by the Dean's Office and/or President Perman, will he/she still need to disclose this financial interest in the eDisclose database?**

**Yes**, in your first use of eDisclose, any current financial interests, even those which have been previously approved, must be recorded in the database. In future years you will simply update your entries, add new entries, and remove any disclosures that are no longer active.

- 2. If a faculty member has already disclosed his/her International Financial Relationship with their supervisor, and has been granted approval by the Dean's Office and/or President Perman, will he/she still need to disclose this financial interest in the eDisclose database?**

**Yes**, in your first use of eDisclose, any current International Financial Relationship, even those which have been previously approved, must be recorded in the database. In future years you will simply update your entries, add new entries, and remove any disclosures that are no longer active.

- 3. Should faculty members with secondary appointments complete annual disclosures?**

**Yes**, all faculty members must disclose on an annual basis. Faculty with secondary appointments will have their disclosures reviewed by their department Chairs, the Dean of the School and the COI Officer.

- 4. Why are faculty members required to indicate if they influence or decide which vendors, manufacturers, service providers or suppliers are chosen for purchase, lease, use or acquisition of any items or services at SOM/UMB?**

The response to this question is important to identify SOM roles that a faculty member may have that may be subject to bias or conflict if they have a related financial interest. For example, a faculty member with a financial interest in Company X should recuse

themselves from discussions regarding procurement of services from Company X.

**5. Why are faculty members required to indicate if they are directly or indirectly involved in the teaching of students or trainees at SOM/UMB?**

The response to this question is important to identify SOM roles that a faculty member may have that may be subject to bias or conflict if they have a related financial interest. For example, a faculty member with a financial interest in Company X may be required to disclose this relationship when teaching on a related subject.

**6. Can faculty members delegate the responsibility of completing their disclosure(s) to his/her Assistant?**

**No**, faculty members should not delegate the responsibility to complete their disclosure(s). Faculty members are required to attest and certify that all information provided in the eDisclose database is true and accurate, and this must be done by the faculty member, not a designee.

**7. Is there an ability to cut and paste text while completing your disclosure?**

**Yes**, highlight the text you would like to copy, and select CTRL>C. To paste the text, select CTRL>V.