



March 14, 2013

**ADMINISTRATIVE PROCEDURES MEMORANDUM #13-04**

TO: University Chancellors and Administrators

FROM: Yaa-Yin Fong, Director, Office of Research Services (ORS) *Y Y Fong*

SUBJECT: Revised Administrative Procedures A5.504 "Procedures for Disclosing and Addressing Conflicts of Interest and Commitment" and A8.956 "Financial Conflicts of Interest (FCOI) for Public Health Services (PHS) Grants, Cooperative Agreements and Contracts"

Transmitted herewith are the revised Administrative Procedures A5.504 and A8.956. The following revisions were made:

**APM A5.504**

- clarified disclosure requirements for travel reimbursement / sponsorship;
- defined ORS;
- replaced references to Office of Research Compliance (ORC) with ORS;
- added JABSOM specific COI policy;
- added Conflicts of Interest Committee Members participation in COI evaluation;
- added reference to FCOI training;
- added Supervisor's Certification to disclosure form;
- clarified and reorganized Annual Summary Report.

**APM A8.956**

- clarified travel and specified exclusions for reimbursement;
- added reference to "U.S." Institution of higher education;
- replaced references to Office of Research Compliance (ORC) with ORS.

Any questions concerning these procedures should be directed to ORS at 956-7800.