



BUFFALO STATE
The State University of New York

Edit and Submit a Certification

CITI Conflict of Interest (COI) Training is required every four years. If you have not completed COI Training within the past four years, you must take the CITI Program course before you can complete your COI Disclosure. Visit the Sponsored Programs website at <http://sponsoredprograms.buffalostate.edu/conflict-interest> for detailed information on Conflict of Interest training.

WORK INSTRUCTIONS:

1. Log into the SUNY RF PACS portal.
2. Click the **Annual Disclosure Certification** item in the **Draft** state. (You may have to click the **COI** tab.) If there is more than one, open the one with the most recent date.
3. You will be taken to the **Certification Workspace**. Click **Edit**.
4. Review the information on the first page of the **SmartForms, *Annual Certification for {Your Name}: Institutional Responsibilities***. Update fields as necessary, being sure to complete all of the required fields.
 - *Required information fields are marked with an asterisk (*)*
 - *Click the Help icon (?) for more information about a question or field*
5. Click **Continue**.
6. Review the information on the second page of the **SmartForms, *Annual Certification for {Your Name}: Training and Education Information***. If your CITI COI training is up to date, this information will automatically populate. If you have not completed training within the past four years, you will not be allowed to continue. Visit the Sponsored Programs website at <http://sponsoredprograms.buffalostate.edu/conflict-interest> for detailed information on Conflict of Interest training.
7. Click **Continue**.

8. Review the **What to Disclose** text and then indicate whether or not there are any outside organizations or companies with which you or an immediate family member have a relationship.
9. Click **Continue**.
 - If you have indicated a relationship with an organization or company, you will be taken to the *Annual Certification for {Your Name}: Disclosure Details* page.
 1. The **Add Disclosure** button allows you to create a new **Disclosure**. Click the button and then complete all of the **SmartForms** with the relevant information regarding your relationship to the identified organization or company.
 2. The **Disclosures Under Review** section will list any previous **Disclosures** that are still undergoing the review process. If you wish to open one, click **View**. These **Disclosures** cannot be edited.
 3. The **Previously Reviewed Disclosures** section will list prior **Disclosures** that have undergone the review process. To update an existing **Disclosure**, click **Modify** and confirm that you wish to edit it. Make and **Save** any changes to the **Disclosure**.
 4. Click **Continue**.
10. Review the listing of all your **Disclosures** on the *Annual Certification for {Your Name}: Assurance and Certification* page.
 - To save your disclosure certification for completion at a later time: Do not check the confirmation box. Click **Exit** to return to the Certification Workspace.
 - To finalize and submit your disclosure certification for review: Do check the confirmation box and click **Finish**.