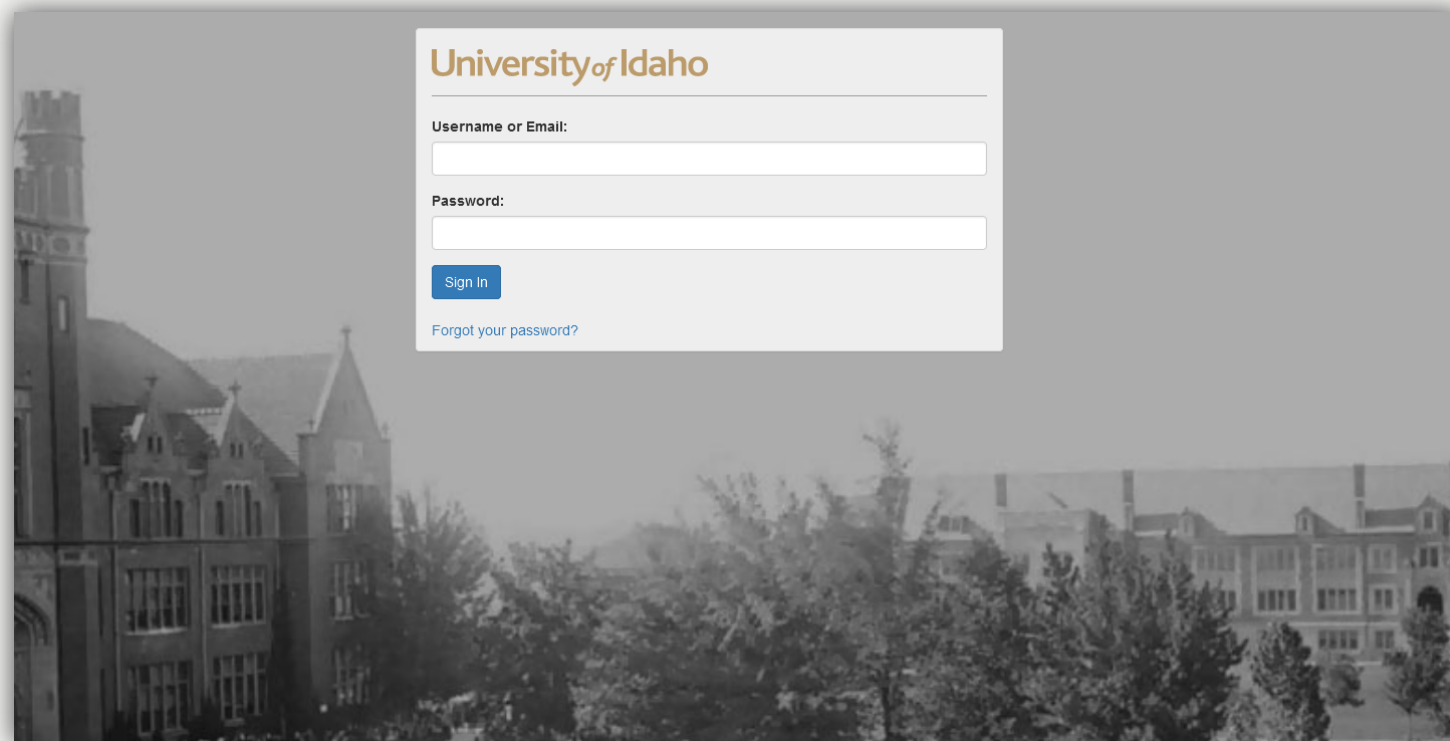




VERAS AND YOU

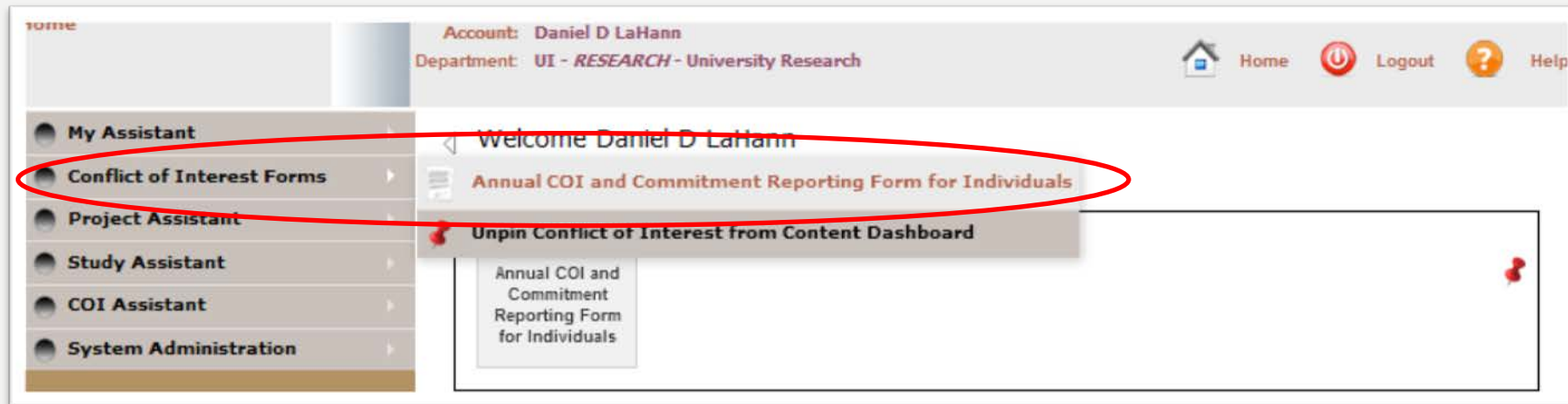
# SIGN ON TO THE SYSTEM

- Log into VERAS using Single Sign-On



# SELECT CONFLICT OF INTEREST

- Select (click on) 'Annual COI and Commitment Report Form for Individuals' from the 'Conflict of Interest Forms' link (upper left corner of screen).

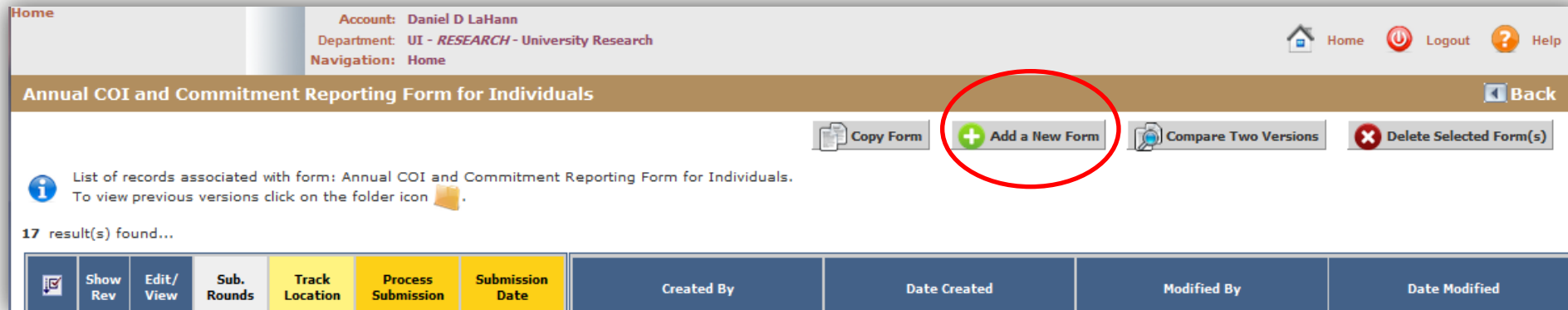


# SELECT FORM CREATION TYPE

- Either create a new “Annual Form,” or a new “Project Form,” or click to edit a previously submitted form.
  - An Annual Form is the base form for listing all your current Significant Financial Interests (SFIs). The University requires that this form be created or revised annually.
  - A Project Form must be created and submitted for each sponsored project proposal that requires disclosure of SFIs.
  - Editing a previously submitted form allows you to add or delete previously reported SFIs.
- See the following slides for instructions:
  - Slide 5 for Annual Forms
  - Slide 15 for Project Forms
  - Slide 25 for Annual Form Revisions
  - Slide 35 for Project Form Revisions

# CREATE NEW ANNUAL FORM

- To create a new Annual Form, select 'Add a New Form' (red circle).



The screenshot shows a web application interface for managing forms. At the top, there is a navigation bar with the following information: Account: Daniel D LaHann, Department: UI - RESEARCH - University Research, and Navigation: Home. On the right side of the navigation bar, there are links for Home, Logout, and Help. Below the navigation bar, the main content area is titled "Annual COI and Commitment Reporting Form for Individuals". In the top right corner of this area, there is a "Back" button. Below the title, there are four action buttons: "Copy Form", "Add a New Form" (highlighted with a red circle), "Compare Two Versions", and "Delete Selected Form(s)". Below the buttons, there is an information icon and a message: "List of records associated with form: Annual COI and Commitment Reporting Form for Individuals. To view previous versions click on the folder icon". Below the message, it says "17 result(s) found...". At the bottom, there is a table with the following columns: "Show Rev", "Edit/View", "Sub. Rounds", "Track Location", "Process Submission", "Submission Date", "Created By", "Date Created", "Modified By", and "Date Modified".

# IDENTIFY ANNUAL FORM

- Select Annual Form (red arrow), then select 'Continue' (red circle).

Home Account: Daniel D LaHann  
Department: UI - RESEARCH - University Research  
Navigation: Home > coi form list

Covered Person: LaHann, Daniel Dwight  
Reference Number: Annual COI and Commitment Reporting Form for Individuals - (Version 109.0)

Print Friendly Save Section Continue

Section view of the Form Entire view of the Form

Introduction

### Introduction

#### Instructions

1. Before you complete this form, please take reasonable steps to determine the existence, nature, and scope of your Significant Financial Interests.
2. To the extent this form asks you questions about the interests of household members, you are not required to undertake any additional fact-gathering, only report what you already know.
3. At any time, you may click "Save Section" in the upper right corner to save your work. To advance to the next section, click "Continue."

If you have any questions regarding how to complete this form, please contact the Compliance Coordinator at 208-885-0174 or [UIFCOI@uidaho.edu](mailto:UIFCOI@uidaho.edu).

#### General Information

This disclosure is for:  
Daniel Dwight LaHann  
Date:  
02/02/2017

Please identify if you wish to complete your [annual form](#) or a [project based form](#).

Annual Form  
 Project Form

#### Page Complete

Please select "Continue" to advance to the next page.

# START NEW ANNUAL FORM

- Indicate this is a New Annual Disclosure (red arrow) then select 'Continue' (red circle).

The screenshot shows the user interface for the 'Annual COI and Commitment Reporting Form for Individuals - (Version 109.0)'. The user is Daniel D LaHann, from the UI - RESEARCH - University Research department. The form is for a covered person named LaHann, Daniel Dwight. The 'Forms' section is active, and the user is prompted to indicate if this is a new annual disclosure or a revision. The 'New Annual Disclosure' option is selected, and a red arrow points to it. The 'Continue' button is circled in red.

Account: Daniel D LaHann  
Department: UI - RESEARCH - University Research  
Navigation: Home > coi form list

Covered Person: LaHann, Daniel Dwight  
Reference Number:

Annual COI and Commitment Reporting Form for Individuals - (Version 109.0)

Print Friendly Save Section Continue

Section view of the Form Entire view of the Form

Introduction Forms

Forms

You have indicated that this is an **annual form**. Is this a new annual disclosure or a **revision** of the annual form?

New Annual Disclosure  
 Revision of prior disclosure

Page Complete

Please select "Continue" to advance to the next page.

# SIGNIFICANT FINANCIAL INTEREST - DESCRIPTION

- Review the SFI definition.

Definition
<p><b>Covered Interests</b> The term "significant financial interest" means anything of monetary value, including, but not limited to:</p> <ul style="list-style-type: none"><li>• salary or other payments for services (e.g., consulting fees or honoraria);</li><li>• equity interest (e.g., stocks, stock options or other ownership interests); and</li><li>• intellectual property rights (e.g., patents, copyrights and royalties from such rights),</li></ul> <p>and applies to the Investigator, the Investigator's spouse and dependent children.</p> <p>Investigators must also disclose the occurrence of any reimbursed or sponsored (i.e. paid on behalf of the Investigator) travel related to their institutional responsibilities. Note that this disclosure requirement does not apply to travel that is reimbursed or sponsored by an approved institution*.</p>
<p><b>Non-Covered Interests</b> The term "significant financial interest" does <b>not</b> include the following types of financial interests:</p> <ul style="list-style-type: none"><li>• salary, royalties, or other remuneration paid by the applying Institution to the Investigator if the Investigator is currently employed or otherwise appointed by the Institution;</li><li>• intellectual property rights assigned to the Institution and agreements to share in royalties related to such rights;</li><li>• income from investment vehicles, such as mutual funds and retirement accounts, for which the Investigator does not directly control the investment decisions made in these vehicles;</li><li>• income from seminars, lectures, teaching engagements or income from service on advisory committees or review panels for an approved institution*;</li><li>• salary, royalties or other payments, that, when aggregated for the investigator and the investigator's spouse and dependent children, are not expected to exceed <u>\$5,000</u> during the prior twelve-month period.</li></ul> <p>Special notes on equity:</p> <ul style="list-style-type: none"><li>• For equity in publicly held companies, it is <b>not</b> a significant financial interest when the Investigator (and the Investigator's spouse and dependent children) have in aggregate, an ownership interest valued at less than <u>\$5,000</u>.</li><li>• For equity in non-publicly traded entity, it is a significant financial if the Investigator (or the Investigator's spouse or dependent children) holds any equity interest (e.g., stock, stock option, or other ownership interest) regardless of the value.</li></ul>
<p>* Any Federal, state, or local government agency, an institute of higher education as defined at 20 U.S.C. 1001(a), an academic teaching hospital, a medical center, or a research institute that is affiliated with an institute of higher education.</p>



# DISCLOSE SIGNIFICANT FINANCIAL INTERESTS

- At the red arrow, select the correct option.
  - If you have an SFI, enter the requested information into folder 'Entry 1' (yellow arrow).
    - See next slide for guidance on entering 'Company Name.'
  - Enter additional SFIs by clicking 'Click here to add another entry' (yellow arrow). See 'Deleting a SFI' slide to remove one.
  - Confirm that all SFIs have been entered (blue arrow).
  - Select 'Continue.' (red circle) to advance.

Reference Number: Annual COI and Commitment Reporting Form for Individuals (Version 110.0)

Print Friendly Save Section Continue

Section view of the Form Entire view of the Form

Introduction Forms Significant Financial Interest Disclosures Agreement and Acknowledgment

After reviewing the above definitions I have determined that:

I DO NOT HAVE an SFI to disclose for either myself, my spouse, any financially interdependent adult living with me, or my dependent children.

I HAVE an SFI to disclose for either myself, my spouse, any financially interdependent adult living with me, or my dependent children.

List of Significant Financial Interests

Please complete the information for each entity with whom you have an SFI or that has reimbursed or sponsored your travel.  
For travel related disclosures, please include the following in the comments section: Trip purpose, destination, and duration.  
Select "Click here to add another entry" to create a additional SFI disclosures.

Entry 1

+ Click here to add another entry

Company Name:	University of Washington
Who has the SFI:	Household member(s)
Category:	Income
Type:	Other income (describe in comments)
Approximate Value:	42000.00
Comments:	My spouse works there.
Updated:	02/02/2017

I have listed all SFIs for this Annual Form.

I confirm that I have listed all SFIs on the annual form

Page Complete

Please select "Continue" to advance to the next page.

# IDENTIFYING SOURCE OF FINANCIAL INTEREST

- When entering 'Company Name', spell out the full name, then select the highlighted name from the drop-down list. (red arrow).
- Do not use acronyms (for example, WSU). Acronyms are used to identify multiple institutions (for example, WSU can be Washington State University, Wayne State University or Wichita State University).
- If the company name you type does not appear on the drop-down menu, select 'Please click here to enter' (red circle) and the full name will appear at the yellow arrow.

+ Click here to add another entry    × Click Here to Delete this entry

Company Name: Washington State University

Who has the SFI: **Washington State University** ←

--none--

+ Click here to add another entry    × Click Here to Delete this entry

Company Name: wsu

Who has the SFI: **We are not finding a company name match. Please click here to enter.**

Company Name: Joe Vandal's Hardware Store

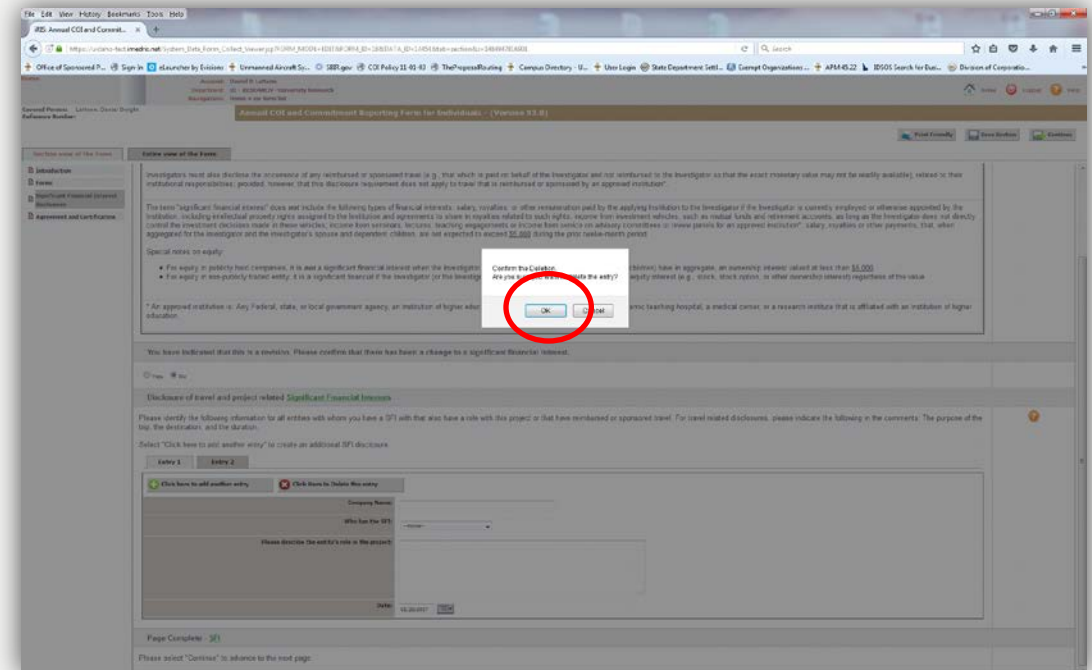
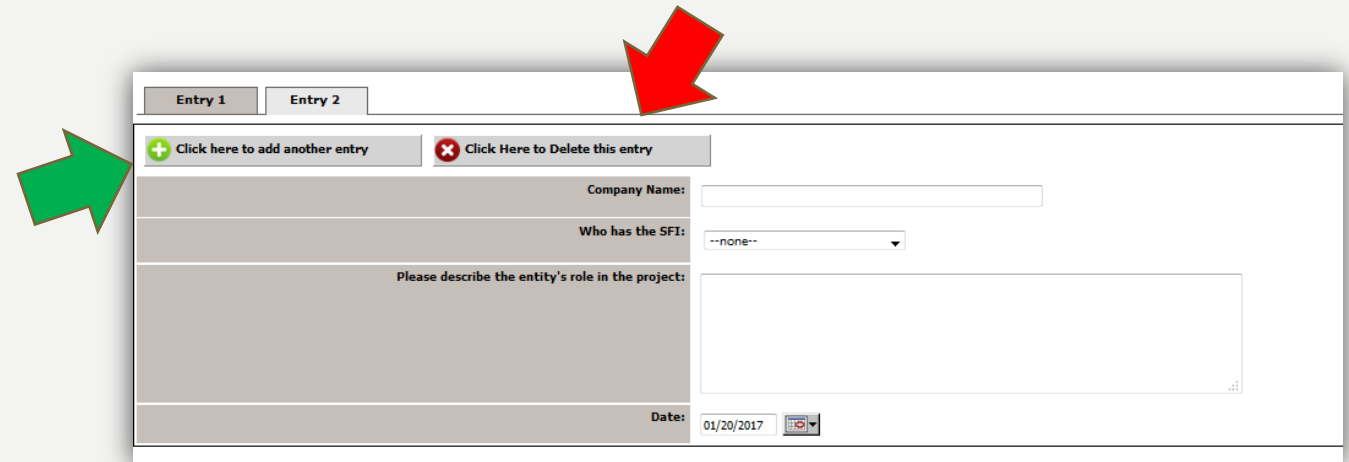
Who has the SFI: **We are not finding a company name match. Please click here to enter.**

Company Name: Other

If Other, Please enter the Agency name: Joe Vandal's Hardware Store ←

# DELETING A SFI

- Step 1, create a second entry by selecting the 'Click here to add another entry' (green arrow).
- Step 2, go back to entry 1 and select 'Click here to delete this entry' (red arrow).
- Confirm deletion by selecting 'OK' (red circle).



# REVIEW AGREEMENT AND CERTIFICATION

- Once information for all SFIs has been entered, read the confirmation statement (red circle), then hit 'Continue' (red arrow) to submit the form.

Account: Daniel D LaHann  
Department: UI - RESEARCH - University Research  
Navigation: Home > col form list

Severed Person: LaHann, Daniel Dwight  
Reference Number:

Annual COI and Commitment Reporting Form for Individuals - (Version 109.0)

Print Friendly Save Section Continue

Section view of the Form Entire view of the Form

Introduction  
Forms  
Significant Financial Interest Disclosures  
Agreement and Certification

**Agreement and Certification**

Confirmation

By submitting this form, you are making the following assertions:

- I understand and agree to comply with the UI Conflict of Interest and Commitment policies.
- I have completely and accurately reported all financial interests as solicited by the questions on this form.
- I will report any change(s) in the provided information within 30 days of learning of such change(s).

Page Complete

Please select "Continue" to submit.

- On the next page, click on 'Signoff and Submit' to successfully submit this annual form.

**Your form is not submitted until you finish this step.**

**Form has been Completed!**

You must submit a revised form within thirty (30) days of becoming aware that any of your answers have changed.

Exit Form  
Signoff and Submit

# SAVE THE SIGNOFF

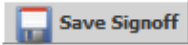
- Tick the box (red arrow) and click on 'Save the signoff' (red circle).

Submission Routing Signoff

Submission Reference Number: 001956

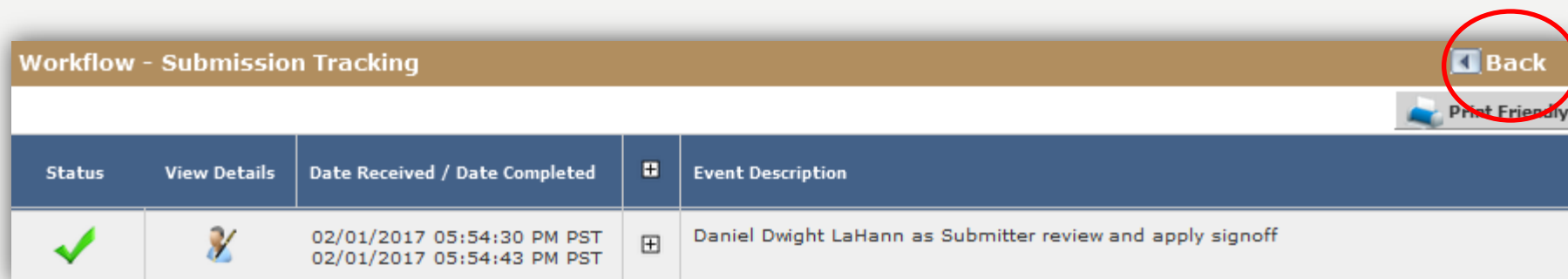
Submission Form(s):

Include in PDF Packet	Submission Component Name
<input checked="" type="checkbox"/>	Annual COI and Commitment Reporting Form for Individuals






# FOR FUTURE REFERENCE

- For future reference, note the date completed. In this case, 2/1/2017 at 5:54:30 pm PST, then select 'Back' (red circle). This will make it easier to identify this form in the future.



The screenshot shows a web interface titled "Workflow - Submission Tracking". At the top right, there is a "Back" button with a left-pointing arrow, which is circled in red. Below it is a "Print Friendly" button with a printer icon. The main content is a table with the following structure:

Status	View Details	Date Received / Date Completed		Event Description
		02/01/2017 05:54:30 PM PST 02/01/2017 05:54:43 PM PST		Daniel Dwight LaHann as Submitter review and apply signoff





# CREATE NEW PROJECT FORM

- Tick the checkbox associated with your annual form (red arrow). If multiple files are present, only the date of submission identifies your annual form file.
- If you do not remember the submission date of your most recent annual form, file content can be viewed by clicking the box in the 'edit/view' column (yellow arrow).
- Once the tick box checked is associated with the newest version of your annual form, click on 'Copy Form' (blue arrow).

Annual COI and Commitment Reporting Form for Individuals Back

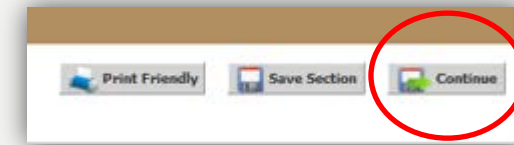
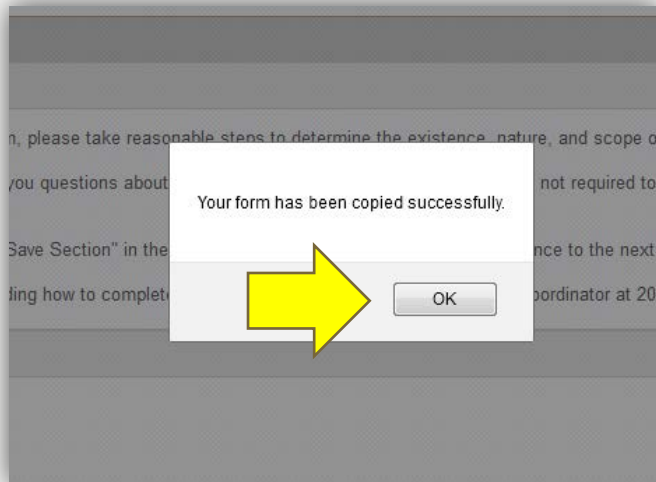
List of records associated with form: Annual COI and Commitment Reporting Form for Individuals.  
To view previous versions, click on the folder icon.

7 result(s) found...

<input type="checkbox"/>	Show Rev	Edit/View	Sub. Rounds	Track Location	Process Submission	Submission Date	Created By	Date Created	Modified By	Date Modified
<input checked="" type="checkbox"/>						01/19/2017	Daniel Dwight LaHann	01/19/2017 02:21:08 PM	Daniel Dwight LaHann	01/19/2017 02:28:15 PM

# IDENTIFY PROJECT FORM

- Click 'OK' (yellow arrow) to acknowledge that the form has been successfully copied. It can now be modified as needed.
- Change the tick box from the 'Annual Form' identifier to the 'Project Form' identifier (red arrow).
- Click on 'Continue' in the upper right hand corner of the screen (red circle) to advance.

A screenshot of the "Entire view of the Form" page. The page has a white background and a grey header. It contains several sections: "Introduction", "Instructions", "General Information", and "Page Complete". A red arrow points to the "Project Form" radio button in the "General Information" section. The "Instructions" section contains three numbered items: "1. Before you complete this form, please take reasonable steps to determine the existence, nature, and scope of the project.", "2. To the extent this form asks you questions about the interests of household members, please provide answers to the best of your ability.", and "3. At any time, you may click 'Save Section' in the upper right corner to save your work. If you have any questions regarding how to complete this form, please contact the Compliance Coordinator at 201-261-1234." The "General Information" section contains the text "This disclosure is for: Daniel Dwight LaHann" and "Date: 01/19/2017". The "Page Complete" section contains the text "Please select 'Continue' to advance to the next page." The "Project Form" radio button is selected.



# START NEW PROJECT FORM

- Tick box to indicate 'New Disclosure' (red arrow).
- Enter project title and EIPRS number (yellow arrows).
- Identify project sponsor 'type' (blue arrow).
- Click 'Continue' (red circle) in the upper right hand corner of the screen.

The screenshot shows the 'Annual COI and Commitment Reporting Form for Individuals - (Version 110.0)'. The 'Forms' section is active, and the user has indicated it is a 'project based form'. The form asks if it is a new disclosure or a revision of a prior disclosure. The 'New Disclosure' radio button is selected, indicated by a red arrow. The 'General Information' section contains two columns: 'Title' and 'Project Identification'. The 'Title' field contains 'Test #1' and the 'Project Identification' field contains '1234', both indicated by yellow arrows. Below this, the user is asked to identify the sponsor. The 'Other' option is selected in a dropdown menu, and the sponsor name 'Washington State University' is entered in the 'Sponsor Name' field, indicated by a yellow arrow. The 'Please identify if the sponsor is the Prime Awarding Entity or a Sub Awarding Entity' section has the 'Prime Awarding Entity' radio button selected, indicated by a blue arrow. The 'Continue' button in the top right corner is circled in red, indicated by a red circle. The 'Page Complete' section at the bottom asks the user to select 'Continue' to advance to the next page.

# SIGNIFICANT FINANCIAL INTEREST - DESCRIPTION

- Review the SFI definition.

Definition
<p><b>Covered Interests</b> The term "significant financial interest" means anything of monetary value, including, but not limited to:</p> <ul style="list-style-type: none"><li>• salary or other payments for services (e.g., consulting fees or honoraria);</li><li>• equity interest (e.g., stocks, stock options or other ownership interests); and</li><li>• intellectual property rights (e.g., patents, copyrights and royalties from such rights),</li></ul> <p>and applies to the Investigator, the Investigator's spouse and dependent children.</p> <p>Investigators must also disclose the occurrence of any reimbursed or sponsored (i.e. paid on behalf of the Investigator) travel related to their institutional responsibilities. Note that this disclosure requirement does not apply to travel that is reimbursed or sponsored by an approved institution*.</p>
<p><b>Non-Covered Interests</b> The term "significant financial interest" does <b>not</b> include the following types of financial interests:</p> <ul style="list-style-type: none"><li>• salary, royalties, or other remuneration paid by the applying Institution to the Investigator if the Investigator is currently employed or otherwise appointed by the Institution;</li><li>• intellectual property rights assigned to the Institution and agreements to share in royalties related to such rights;</li><li>• income from investment vehicles, such as mutual funds and retirement accounts, for which the Investigator does not directly control the investment decisions made in these vehicles;</li><li>• income from seminars, lectures, teaching engagements or income from service on advisory committees or review panels for an approved institution*;</li><li>• salary, royalties or other payments, that, when aggregated for the investigator and the investigator's spouse and dependent children, are not expected to exceed <u>\$5,000</u> during the prior twelve-month period.</li></ul> <p>Special notes on equity:</p> <ul style="list-style-type: none"><li>• For equity in publicly held companies, it is <b>not</b> a significant financial interest when the Investigator (and the Investigator's spouse and dependent children) have in aggregate, an ownership interest valued at less than <u>\$5,000</u>.</li><li>• For equity in non-publicly traded entity, it is a significant financial if the Investigator (or the Investigator's spouse or dependent children) holds any equity interest (e.g., stock, stock option, or other ownership interest) regardless of the value.</li></ul>
<p>* Any Federal, state, or local government agency, an institute of higher education as defined at 20 U.S.C. 1001(a), an academic teaching hospital, a medical center, or a research institute that is affiliated with an institute of higher education.</p>


# DISCLOSE SIGNIFICANT FINANCIAL INTERESTS

- The SFI section (red arrows) is a copy of your annual form.
- All SFIs that are relevant to this project should already be listed.
- You do not need to change any part of the top section (top red arrow) unless you have an unrecorded SFI that occurred within the last 30 days.

Covered Person: LaHann, Daniel Dwight  
Reference Number: Annual COI and Commitment Reporting Form for Individuals - (Version 110.0)

[Print Friendly](#) [Save Section](#) [Continue](#)

**Section view of the Form** | **Entire view of the Form**

**Introduction**  
**Forms**  
**Significant Financial Interests**   
**Agreement**

After reviewing the above definitions I have determined that:

I DO NOT HAVE an SFI to disclose for either myself, my spouse, any financially interdependent adult living with me, or my dependent children.  
 I HAVE an SFI to disclose for either myself, my spouse, any financially interdependent adult living with me, or my dependent children.

**List of Significant Financial Interests**

Please complete the information for each entity with whom you have an SFI or that has reimbursed or sponsored your travel.  
**For travel related disclosures, please include the following in the comments section: Trip purpose, destination, and duration.**

Select "[Click here to add another entry](#)" to create a additional SFI disclosures.

**Entry 1**

[+ Click here to add another entry](#)

<b>Company Name:</b>	University of Washington
<b>Who has the SFI:</b>	Household member(s)
<b>Category:</b>	Income
<b>Type:</b>	Other income (describe in comments)
<b>Approximate Value:</b>	42000.00
<b>Comments:</b>	My spouse works there.
<b>Updated:</b>	02/02/2017

Are any of your listed **SFIs** directly **relevant** to the work proposed on this project? Examples of 'working with' include subawarding/subcontracting part of project funds, purchasing vendor goods or services, etc.

Yes  No

- If you have relevant SFIs, please describe by providing the requested information (red arrow) for each SFI.
  - The next two slides address adding and removing SFIs.
- New SFIs can be added by clicking on ‘Click here to add another entry’.
- When SFI information is complete, select ‘Continue’ (red circle) to advance.

The screenshot displays the 'Annual COI and Commitment Reporting Form for Individuals - (Version 110.0)'. The user is Daniel D LaHann, from the UI - RESEARCH - University Research department. The form is currently in the 'Entire view of the Form' section, specifically the 'Disclosure of project related Significant Financial Interests' section. A red arrow points to the 'Click here to add another entry' button in the 'Entry 1' section. The 'Continue' button is circled in red. The form contains the following information for the entry:

Company Name:	University of Washington
Who has the SFI:	Household member(s)
Please provide information on how this SFI is relevant to the project:	My spouse works for UW.
Date:	02/02/2017

At the bottom of the form, it says 'Page Complete' and 'Please select "Continue" to advance to the next page.'

# IDENTIFYING SOURCE OF FINANCIAL INTEREST

- When entering 'Company Name', spell out the full name, then select the highlighted name from the drop-down list. (red arrow).
- Do not use acronyms (for example, WSU). Acronyms are used to identify multiple institutions (for example, WSU can be Washington State University, Wayne State University or Wichita State University).
- If the company name you type does not appear on the drop-down menu, select 'Please click here to enter' (red circle) and the full name will appear at the yellow arrow.

+ Click here to add another entry    × Click Here to Delete this entry

Company Name: Washington State University

Who has the SFI: **Washington State University** ←

--none--

+ Click here to add another entry    × Click Here to Delete this entry

Company Name: wsu

Who has the SFI: **We are not finding a company name match. Please click here to enter.**

Company Name: Joe Vandal's Hardware Store

Who has the SFI: **We are not finding a company name match. Please click here to enter.**

Company Name: Other

If Other, Please enter the Agency name: Joe Vandal's Hardware Store ←

# DELETING A SFI

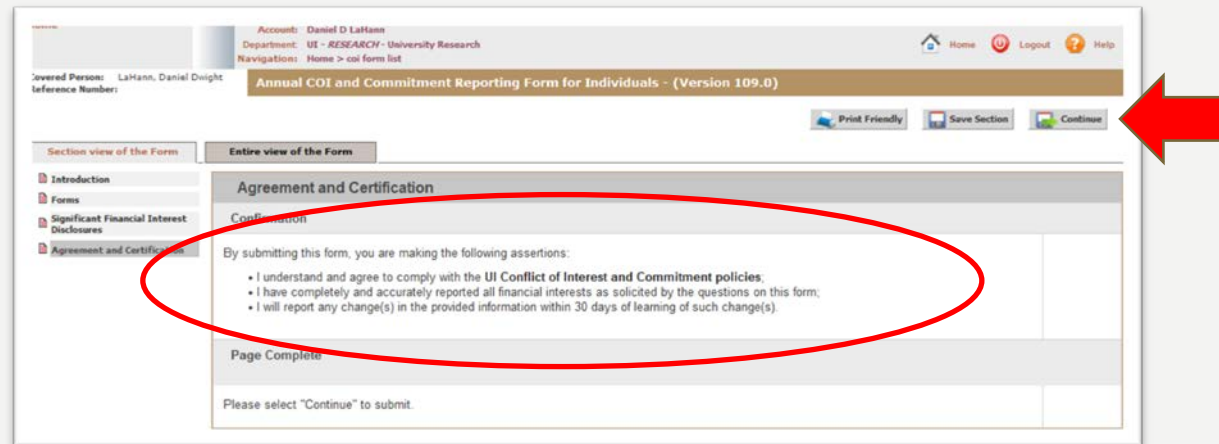
- Step 1, create a second entry by selecting the 'Click here to add another entry' (green arrow).
- Step 2, go back to entry 1 and select 'Click here to delete this entry' (red arrow).
- Confirm deletion by selecting 'OK' (red circle).

The screenshot shows a web form with two tabs: 'Entry 1' and 'Entry 2'. Below the tabs are two buttons: a green button with a plus sign and the text 'Click here to add another entry', and a red button with a minus sign and the text 'Click here to delete this entry'. Below these buttons are input fields for 'Company Name', 'Who has the SFI:' (a dropdown menu showing '--none--'), a large text area for 'Please describe the entity's role in the project:', and a 'Date:' field with a calendar icon and the date '01/20/2017'. A green arrow points to the 'add another entry' button, and a red arrow points to the 'delete this entry' button.

The screenshot shows a web browser window displaying the SFI entry form. The form is titled 'Annual CCR and Conflict of Interest Reporting Form for Individuals - (Version 3.0.0)'. The form contains several sections, including 'Disclosure of travel and project related Significant Financial Interests'. At the bottom of the form, there is a 'Page Complete' indicator and a 'Please select "Continue" to advance to the next page.' message. A red circle highlights the 'OK' button in the bottom right corner of the form.

# REVIEW AGREEMENT AND CERTIFICATION

- Once information for all SFIs has been entered, read the confirmation statement (red circle), then hit 'Continue' (red arrow) to submit the form.



Account: Daniel D LaHann  
Department: UI - RESEARCH - University Research  
Navigation: Home > col form list

Revised Person: LaHann, Daniel Dwight  
Reference Number:

Annual COI and Commitment Reporting Form for Individuals - (Version 109.0)

Print Friendly Save Section Continue

Section view of the Form Entire view of the Form

Introduction  
Forms  
Significant Financial Interest Disclosures  
Agreement and Certification

**Agreement and Certification**

Confirmation

By submitting this form, you are making the following assertions:

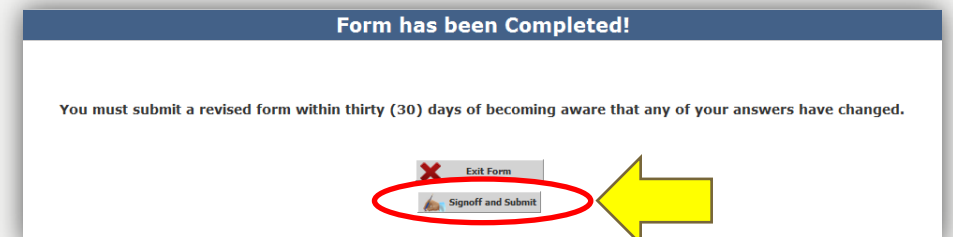
- I understand and agree to comply with the UI Conflict of Interest and Commitment policies.
- I have completely and accurately reported all financial interests as solicited by the questions on this form.
- I will report any change(s) in the provided information within 30 days of learning of such change(s).

Page Complete

Please select "Continue" to submit.

- On the next page, click on 'Signoff and Submit' to successfully submit this annual form.

**Your form is not submitted until you finish this step.**



**Form has been Completed!**

You must submit a revised form within thirty (30) days of becoming aware that any of your answers have changed.

Exit Form  
Signoff and Submit


# SAVE THE SIGNOFF


- Tick the box (red arrow) and click on 'Save the signoff' (red circle).

Submission Routing Signoff

Submission Reference Number: 001956

Submission Form(s):	Include in PDF Packet	Submission Component Name
	<input checked="" type="checkbox"/>	Annual COI and Commitment Reporting Form for Individuals





Save Signoff



# CREATE ANNUAL FORM REVISION

- If still at the Workflow- Submission Tracking screen, select 'Back' (red circle).

Workflow - Submission Tracking

Print Friendly

Status	View Details	Date Received / Date Completed	Event Description
✓		02/02/2017 02:07:10 PM PST 02/02/2017 02:07:15 PM PST	Daniel Dwight LaHann as Submitter review and apply signoff

- Select the Annual Form (green circle) you wish to copy then 'Copy Form' (red arrow).
  - Click on 'Edit/View' (yellow arrow) to identify the form is unknown.

Annual COI and Commitment Reporting Form for Individuals

Copy Form Add a New Form Compare Two Versions Delete Selected Form(s)

List of records associated with form: Annual COI and Commitment Reporting Form for Individuals.  
To view previous versions click on the folder icon.

8 result(s) found...

Show Rev	Edit/View	Sub. Rounds	Track Location	Process Submission	Submission Date	Created By	Date Created	Modified By	Date Modified
<input type="checkbox"/>			✓		01/20/2017	Daniel Dwight LaHann	01/19/2017 02:37:01 PM	Daniel Dwight LaHann	01/20/2017 10:57:45 AM
<input checked="" type="checkbox"/>			✓		01/19/2017	Daniel Dwight LaHann	01/19/2017 02:21:08 PM	Daniel Dwight LaHann	01/19/2017 02:28:15 PM

# ANNUAL FORM PAGE WILL REMAIN THE SAME

- Select 'Continue' (red circle).

Covered Person: LaHann, Daniel Dwight  
Reference Number: Annual COI and Commitment Reporting Form for Individuals - (Version 112.0)

Print Friendly Save Section **Continue**

Section view of the Form Entire view of the Form

Introduction  
Forms  
Significant Financial Interest Disclosures  
Agreement and Certification

### Introduction

#### Instructions

1. Before you complete this form, please take reasonable steps to determine the existence, nature, and scope of your Significant Financial Interests.
2. To the extent this form asks you questions about the interests of household members, you are not required to undertake any additional fact-gathering, only report what you already know.
3. At any time, you may click "Save Section" in the upper right corner to save your work. To advance to the next section, click "Continue."

If you have any questions regarding how to complete this form, please contact the Compliance Coordinator at 208-885-0174 or [UIFCOI@uidaho.edu](mailto:UIFCOI@uidaho.edu).

#### General Information

This disclosure is for:  
Daniel Dwight LaHann

Date:  
02/02/2017

Please identify if you wish to complete your [annual form](#) or a [project based form](#).

Annual Form  
 Project Form

#### Page Complete

Please select "Continue" to advance to the next page.

# REVISION OF A PRIOR DISCLOSURE

Covered Person: LaHann, Daniel Dwight  
Reference Number:

Annual COI and Commitment Reporting Form for Individuals - (Version 112.0)

Print Friendly Save Section **Continue**

Section view of the Form Entire view of the Form

Introduction  
Forms  
Significant Financial Interest Disclosures  
Agreement and Certification

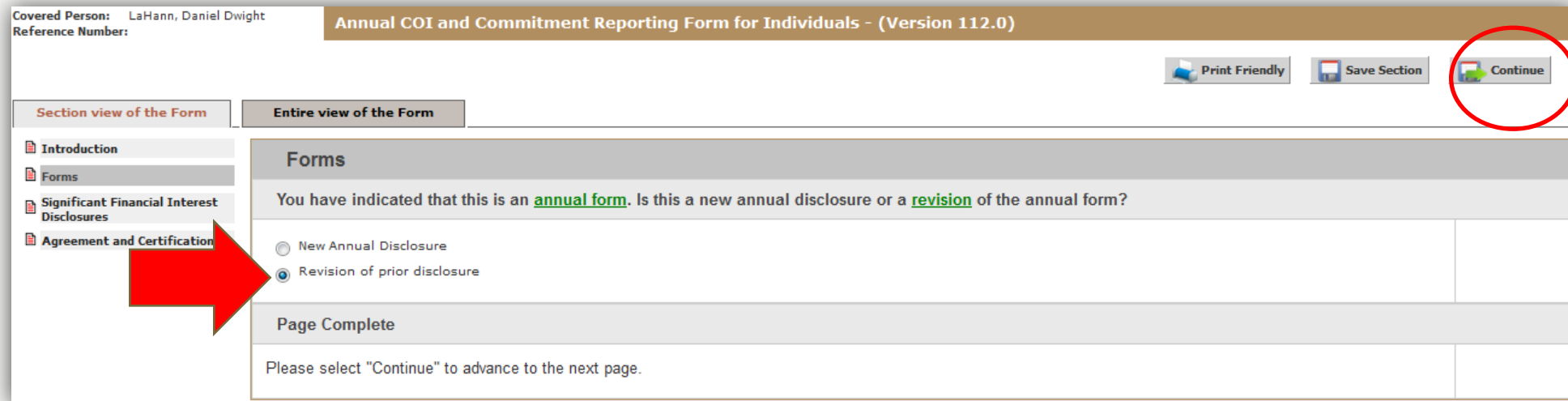
**Forms**

You have indicated that this is an [annual form](#). Is this a new annual disclosure or a [revision](#) of the annual form?

New Annual Disclosure  
 Revision of prior disclosure

Page Complete

Please select "Continue" to advance to the next page.



- Identify that this is a 'Revision of prior disclosure' (red arrow).
- Then select 'Continue' (red circle).

# SIGNIFICANT FINANCIAL INTEREST - DESCRIPTION

- Review the SFI definition.

Definition
<p><b>Covered Interests</b> The term "significant financial interest" means anything of monetary value, including, but not limited to:</p> <ul style="list-style-type: none"><li>• salary or other payments for services (e.g., consulting fees or honoraria);</li><li>• equity interest (e.g., stocks, stock options or other ownership interests); and</li><li>• intellectual property rights (e.g., patents, copyrights and royalties from such rights),</li></ul> <p>and applies to the Investigator, the Investigator's spouse and dependent children.</p> <p>Investigators must also disclose the occurrence of any reimbursed or sponsored (i.e. paid on behalf of the Investigator) travel related to their institutional responsibilities. Note that this disclosure requirement does not apply to travel that is reimbursed or sponsored by an approved institution*.</p>
<p><b>Non-Covered Interests</b> The term "significant financial interest" does <b>not</b> include the following types of financial interests:</p> <ul style="list-style-type: none"><li>• salary, royalties, or other remuneration paid by the applying Institution to the Investigator if the Investigator is currently employed or otherwise appointed by the Institution;</li><li>• intellectual property rights assigned to the Institution and agreements to share in royalties related to such rights;</li><li>• income from investment vehicles, such as mutual funds and retirement accounts, for which the Investigator does not directly control the investment decisions made in these vehicles;</li><li>• income from seminars, lectures, teaching engagements or income from service on advisory committees or review panels for an approved institution*;</li><li>• salary, royalties or other payments, that, when aggregated for the investigator and the investigator's spouse and dependent children, are not expected to exceed <u>\$5,000</u> during the prior twelve-month period.</li></ul> <p>Special notes on equity:</p> <ul style="list-style-type: none"><li>• For equity in publicly held companies, it is <b>not</b> a significant financial interest when the Investigator (and the Investigator's spouse and dependent children) have in aggregate, an ownership interest valued at less than <u>\$5,000</u>.</li><li>• For equity in non-publicly traded entity, it is a significant financial if the Investigator (or the Investigator's spouse or dependent children) holds any equity interest (e.g., stock, stock option, or other ownership interest) regardless of the value.</li></ul>
<p>* Any Federal, state, or local government agency, an institute of higher education as defined at 20 U.S.C. 1001(a), an academic teaching hospital, a medical center, or a research institute that is affiliated with an institute of higher education.</p>

# SFI(S) PREVIOUSLY DISCLOSED

- Modify the previously declared SFI(s) by adding or deleting as needed (see next slides for adding or deleting a SFI). Then click 'Continue' (red circle).

Covered Person: LaHann, Daniel Dwight  
Reference Number: Annual COI and Commitment Reporting Form for Individuals - (Version 112.0)

Print Friendly Save Section **Continue**

Section view of the Form Entire view of the Form

Introduction  
Forms  
Significant Financial Interest Disclosures  
Agreement and Certification

You have indicated that this is an **revision**.

Select "add another entry" to create a new SFI.  
Select "delete entry" to remove an SFI.  
Select "I DO NOT HAVE AN SFI" to remove all SFIs.

After reviewing the above definitions I have determined that:

I DO NOT HAVE an SFI to disclose for either myself, my spouse, any financially interdependent adult living with me, or my dependent children.  
 I HAVE an SFI to disclose for either myself, my spouse, any financially interdependent adult living with me, or my dependent children.

List of Significant Financial Interests

Please complete the information for each entity with whom you have an SFI or that has reimbursed or sponsored your travel.  
For travel related disclosures, please include the following in the comments section: **Trip purpose, destination, and duration**.

Select "Click here to add another entry" to create a additional SFI disclosures.

Entry 1

**+ Click here to add another entry**

Company Name: University of Washington  
Who has the SFI: Household member(s)  
Category: Income  
Type: Other income (describe in comments)  
Approximate Value: 42000.00  
Comments: My spouse works there.  
Updated: 02/02/2017

# IDENTIFYING SOURCE OF FINANCIAL INTEREST

- When entering 'Company Name', spell out the full name, then select the highlighted name from the drop-down list. (red arrow).
- Do not use acronyms (for example, WSU). Acronyms are used to identify multiple institutions (for example, WSU can be Washington State University, Wayne State University or Wichita State University).
- If the company name you type does not appear on the drop-down menu, select 'Please click here to enter' (red circle) and the full name will appear at the yellow arrow.

+ Click here to add another entry    × Click Here to Delete this entry

Company Name: Washington State University

Who has the SFI: **Washington State University** ←

--none--

+ Click here to add another entry    × Click Here to Delete this entry

Company Name: wsu

Who has the SFI: **We are not finding a company name match. Please click here to enter.**

Company Name: Joe Vandal's Hardware Store

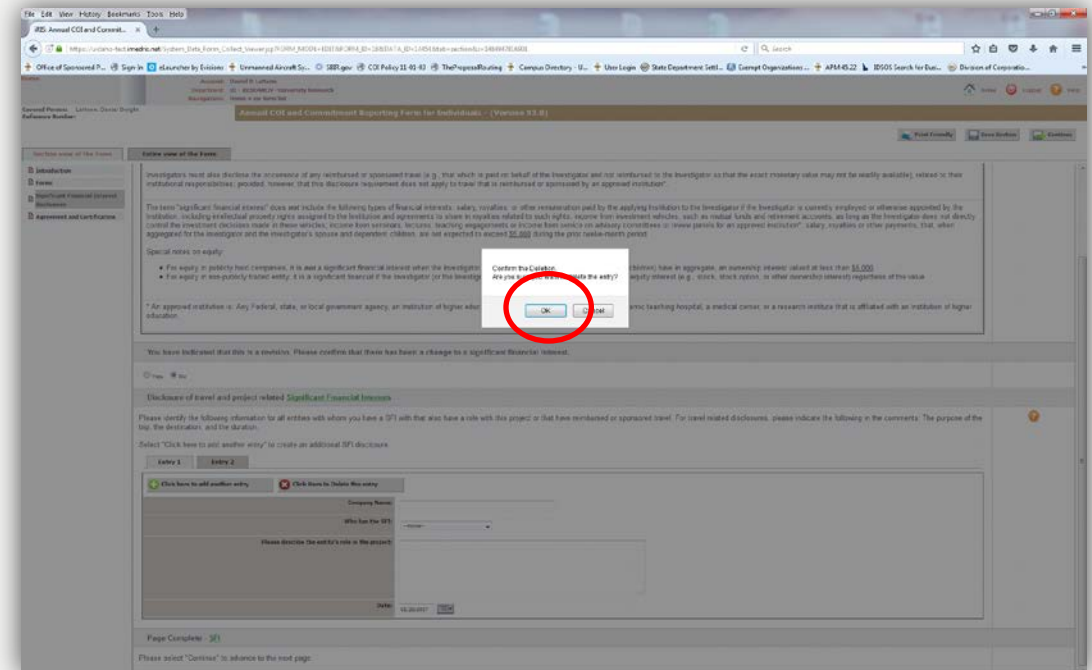
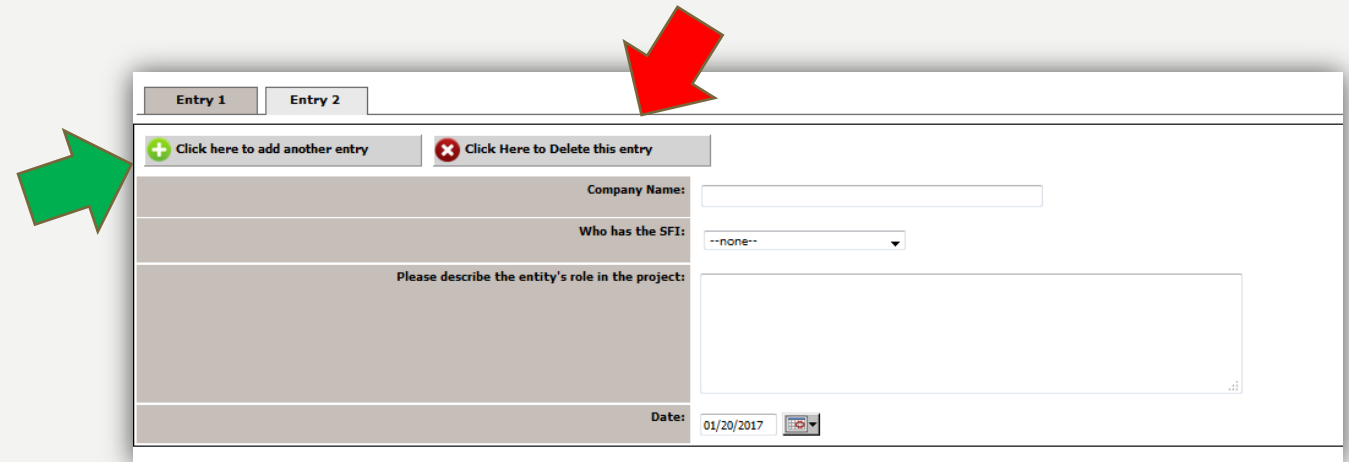
Who has the SFI: **We are not finding a company name match. Please click here to enter.**

Company Name: Other

If Other, Please enter the Agency name: Joe Vandal's Hardware Store ←

# DELETING A SFI

- Step 1, create a second entry by selecting the 'Click here to add another entry' (green arrow).
- Step 2, go back to entry 1 and select 'Click here to delete this entry' (red arrow).
- Confirm deletion by selecting 'OK' (red circle).



# CONFIRMATION OF SFI(S)

- Confirm that you have listed all SFIs (yellow arrow)
- Identify if any of the modified SFIs affect previously submitted projects (red arrow)
  - If the SFIs do affect active projects, you will need to modify the appropriate project from.

The screenshot displays the 'Annual COI and Commitment Reporting Form for Individuals - (Version 112.0)'. The user is Daniel D LaHann, from the UI - RESEARCH - University Research department. The form is for a covered person, LaHann, Daniel Dwight. The navigation path is Home > coi form list. The form is currently in the 'Section view of the Form' mode, with a sidebar on the left containing sections: Introduction, Forms, Significant Financial Interest Disclosures, and Agreement and Certification. The main content area shows the following steps:

- Step 1: 'I have listed all SFIs for this revision.' A yellow arrow points to the text 'I confirm that I have listed all SFIs on this form'.
- Step 2: 'Do any of the modified SFIs affect previously submitted projects that are currently active?' The 'Yes' radio button is selected. A red arrow points to the 'Yes' radio button.
- Step 3: 'Please revise the affected projects by copying the original project submitted and modifying the appropriate SFI.'
- Step 4: 'Page Complete'.
- Step 5: 'Please select "Continue" to advance to the next page.'

At the top right of the form, there are three buttons: 'Print Friendly', 'Save Section', and 'Continue'. The 'Continue' button is circled in red.

- Select 'Continue' (red circle).



# REVIEW AGREEMENT AND CERTIFICATION

- Once information for all SFIs has been entered, read the confirmation statement (red circle), then hit 'Continue' (red arrow) to submit the form.

Account: Daniel D LaHann  
Department: UI - RESEARCH - University Research  
Navigation: Home > col form list

Revised Person: LaHann, Daniel Dwight  
Reference Number: Annual COI and Commitment Reporting Form for Individuals - (Version 109.0)

Print Friendly Save Section Continue

Section view of the Form Entire view of the Form

Introduction  
Forms  
Significant Financial Interest Disclosures  
Agreement and Certification

**Agreement and Certification**

Confirmation

By submitting this form, you are making the following assertions:

- I understand and agree to comply with the UI Conflict of Interest and Commitment policies.
- I have completely and accurately reported all financial interests as solicited by the questions on this form.
- I will report any change(s) in the provided information within 30 days of learning of such change(s).

Page Complete

Please select "Continue" to submit.

- On the next page, click on 'Signoff and Submit' to successfully submit this annual form.

**Your form is not submitted until you finish this step.**

**Form has been Completed!**

You must submit a revised form within thirty (30) days of becoming aware that any of your answers have changed.

Exit Form  
Signoff and Submit


# SAVE THE SIGNOFF


- Tick the box (red arrow) and click on 'Save the signoff' (red circle).

Submission Routing Signoff

Submission Reference Number: 001956

Submission Form(s):	Include in PDF Packet	Submission Component Name
	<input checked="" type="checkbox"/>	Annual COI and Commitment Reporting Form for Individuals





Save Signoff

# CREATE PROJECT FORM REVISION

- Select the Project Form (red circle) you wish to modify and then select 'Copy Form' (red arrow).
  - Click on 'Edit/View' (yellow arrow) to identify the form is unknown.

Annual COI and Commitment Reporting Form for Individuals

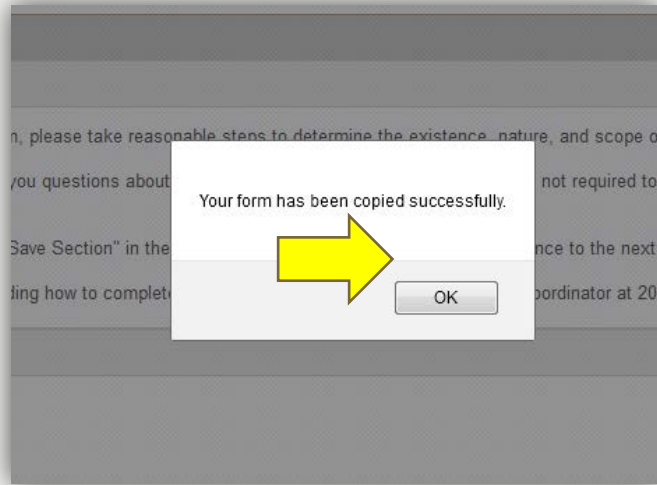
List of records associated with form: Annual COI and Commitment Reporting Form for Individuals.  
To view previous versions click on the folder icon

9 result(s) found...

<input type="checkbox"/>	Show Rev	Edit/View	Track Location	Process Submission	Submission Date	Created By	Date Created	Modified By	Date Modified
<input type="checkbox"/>					01/20/2017	Daniel Dwight LaHann	01/20/2017 10:59:46 AM	Daniel Dwight LaHann	01/20/2017 11:32:53 AM
<input checked="" type="checkbox"/>					01/20/2017	Daniel Dwight LaHann	01/19/2017 02:37:01 PM	Daniel Dwight LaHann	01/20/2017 10:57:45 AM
<input type="checkbox"/>					01/19/2017	Daniel Dwight LaHann	01/19/2017 02:21:08 PM	Daniel Dwight LaHann	01/19/2017 02:28:15 PM

# PROJECT REVISION PAGE WILL REMAIN THE SAME

- After acknowledging that the form copied successfully by clicking 'OK' (yellow arrow), select 'Continue' (red circle) as nothing will change.

A screenshot of the "Annual COI and Commitment Reporting Form for Individuals - (Version 112.0)". The page is titled "Introduction" and contains instructions for completing the form. The "Continue" button in the top right corner is circled in red. The page also includes a "Print Friendly" button and a "Save Section" button. The form is for Daniel Dwight LaHann, dated 02/02/2017. The form is currently set to "Project Form". The "Page Complete" section at the bottom of the form states: "Please select 'Continue' to advance to the next page."

# REVISION OF A PRIOR DISCLOSURE

- Select 'Revision of prior disclosure' (red arrow)
  - The Title and Project ID should remain the same.
- Select 'Continue' (red circle).

Covered Person: LaHann, Daniel Dwight  
Reference Number: Annual COI and Commitment Reporting Form for Individuals - (Version 112.0)

Print Friendly Save Section Continue

Section view of the Form Entire view of the Form

Introduction  
Forms  
Significant Financial Interest Disclosures  
Agreement and Certification

**Forms**

You have indicated that this is a [project based form](#). Is this a new disclosure or a [revision](#) of a prior disclosure?

New Disclosure  
 Revision of prior disclosure

**General Information**

Title	Project Identification
Please provide the title of your project: Test #2	Please provide the EIPRS number. * If Not Applicable, please enter "N/A" 1234

**Page Complete**

Please select "Continue" to advance to the next page.

# SIGNIFICANT FINANCIAL INTEREST - DESCRIPTION

- Review the SFI definition.

Definition
<p><b>Covered Interests</b> The term "significant financial interest" means anything of monetary value, including, but not limited to:</p> <ul style="list-style-type: none"><li>• salary or other payments for services (e.g., consulting fees or honoraria);</li><li>• equity interest (e.g., stocks, stock options or other ownership interests); and</li><li>• intellectual property rights (e.g., patents, copyrights and royalties from such rights),</li></ul> <p>and applies to the Investigator, the Investigator's spouse and dependent children.</p> <p>Investigators must also disclose the occurrence of any reimbursed or sponsored (i.e. paid on behalf of the Investigator) travel related to their institutional responsibilities. Note that this disclosure requirement does not apply to travel that is reimbursed or sponsored by an approved institution*.</p>
<p><b>Non-Covered Interests</b> The term "significant financial interest" does <b>not</b> include the following types of financial interests:</p> <ul style="list-style-type: none"><li>• salary, royalties, or other remuneration paid by the applying Institution to the Investigator if the Investigator is currently employed or otherwise appointed by the Institution;</li><li>• intellectual property rights assigned to the Institution and agreements to share in royalties related to such rights;</li><li>• income from investment vehicles, such as mutual funds and retirement accounts, for which the Investigator does not directly control the investment decisions made in these vehicles;</li><li>• income from seminars, lectures, teaching engagements or income from service on advisory committees or review panels for an approved institution*;</li><li>• salary, royalties or other payments, that, when aggregated for the investigator and the investigator's spouse and dependent children, are not expected to exceed <u>\$5,000</u> during the prior twelve-month period.</li></ul> <p>Special notes on equity:</p> <ul style="list-style-type: none"><li>• For equity in publicly held companies, it is <b>not</b> a significant financial interest when the Investigator (and the Investigator's spouse and dependent children) have in aggregate, an ownership interest valued at less than <u>\$5,000</u>.</li><li>• For equity in non-publicly traded entity, it is a significant financial if the Investigator (or the Investigator's spouse or dependent children) holds any equity interest (e.g., stock, stock option, or other ownership interest) regardless of the value.</li></ul>
<p>* Any Federal, state, or local government agency, an institute of higher education as defined at 20 U.S.C. 1001(a), an academic teaching hospital, a medical center, or a research institute that is affiliated with an institute of higher education.</p>

# SFI DISCLOSURE

- Make modifications to the listed SFIs as needed. See next two slides for identifying or deleting SFIs.

Covered Person: LaHann, Daniel Dwight  
Reference Number: Annual COI and Commitment Reporting Form for Individuals - (Version 112.0)

[Print Friendly](#) [Save Section](#) [Continue](#)

**Section view of the Form** | **Entire view of the Form**

**Introduction**  
**Forms**  
**Significant Financial Interest Disclosures**  
**Agreement and Certification**

You have indicated that this is a project revision.

Select "add another entry" to create a new SFI.  
Select "delete entry" to remove an SFI.  
Select "I DO NOT HAVE AN SFI" to remove all SFIs.

After reviewing the above definitions I have determined that:

I DO NOT HAVE an SFI to disclose for either myself, my spouse, any financially interdependent adult living with me, or my dependent children.  
 I HAVE an SFI to disclose for either myself, my spouse, any financially interdependent adult living with me, or my dependent children.

**List of Significant Financial Interests**

Please complete the information for each entity with whom you have an SFI or that has reimbursed or sponsored your travel.  
For travel related disclosures, please include the following in the comments section: **Trip purpose, destination, and duration.**  
Select "Click here to add another entry" to create a additional SFI disclosures.

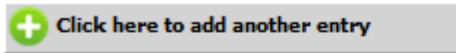
**Entry 1**

[+ Click here to add another entry](#)

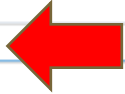
Company Name:	University of Washington
Who has the SFI:	Household member(s)
Category:	Income
Type:	Other income (describe in comments)
Approximate Value:	42000.00
Comments:	My spouse works there.
Updated:	02/02/2017

# IDENTIFYING SOURCE OF FINANCIAL INTEREST

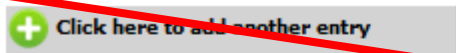
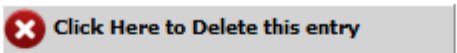
- When entering 'Company Name', spell out the full name, then select the highlighted name from the drop-down list. (red arrow).
- Do not use acronyms (for example, WSU). Acronyms are used to identify multiple institutions (for example, WSU can be Washington State University, Wayne State University or Wichita State University).
- If the company name you type does not appear on the drop-down menu, select 'Please click here to enter' (red circle) and the full name will appear at the yellow arrow.

Company Name:

Who has the SFI:  

--none--

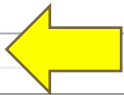
Company Name:

Who has the SFI:

Company Name:

Who has the SFI:

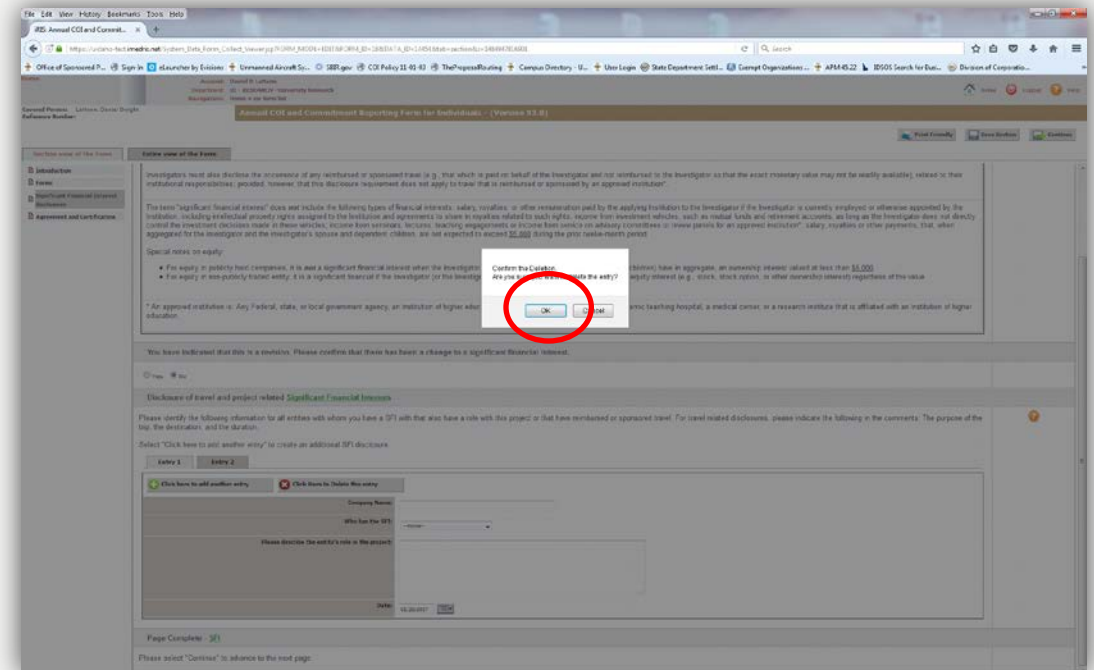
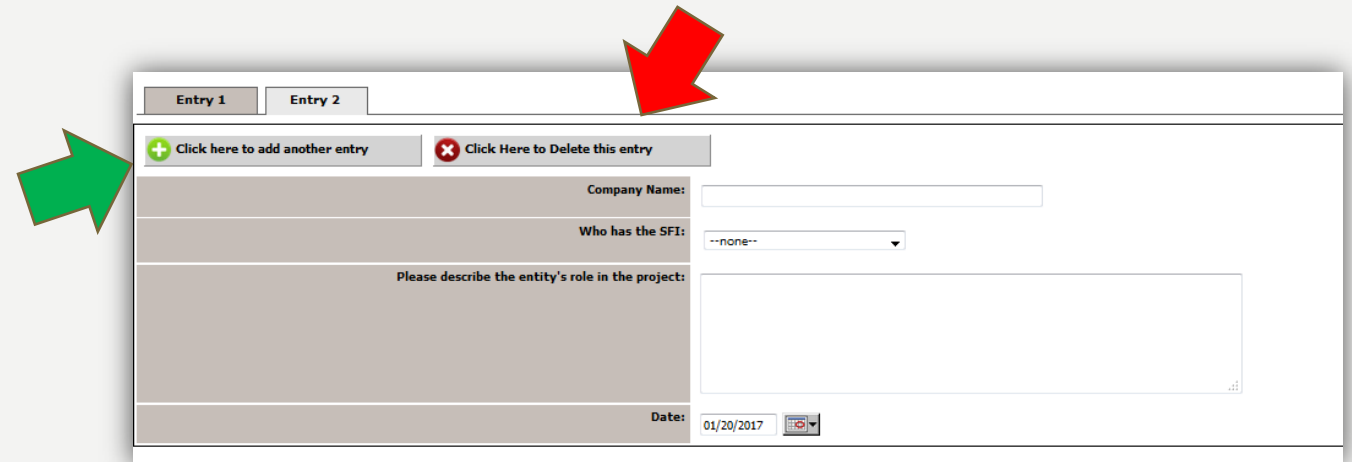
Company Name:

If Other, Please enter the Agency name:  



# DELETING A SFI

- Step 1, create a second entry by selecting the 'Click here to add another entry' (green arrow).
- Step 2, go back to entry 1 and select 'Click here to delete this entry' (red arrow).
- Confirm deletion by selecting 'OK' (red circle).



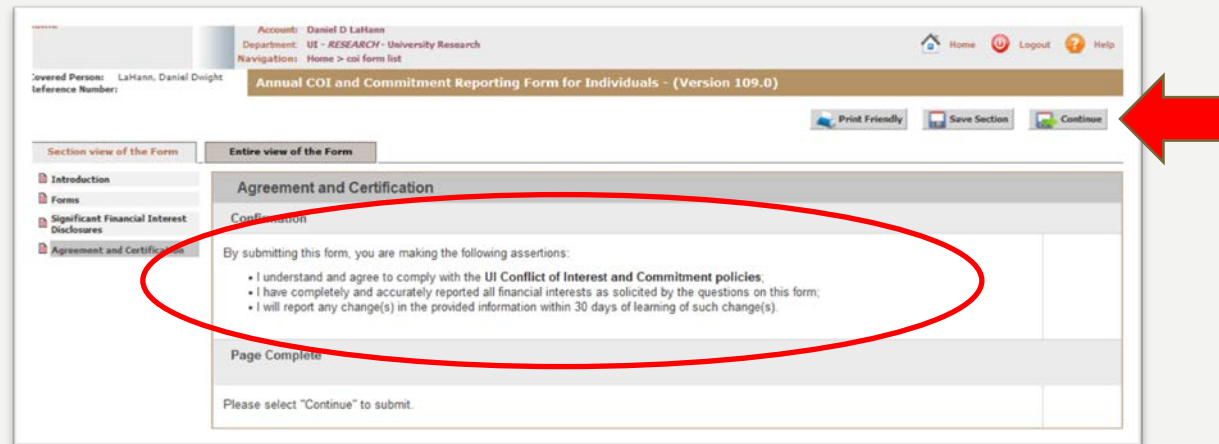
# REVISION SFI CONFIRMATION

- Confirm you have listed all SFIs (yellow arrow).
- Next, modify the list of relevant SFIs as needed by adding or removing them (red arrows).
- Once done, select 'Continue' (red circle).

The screenshot displays the 'Annual COI and Commitment Reporting Form for Individuals - (Version 112.0)'. At the top, it identifies the 'Covered Person' as LaHann, Daniel Dwight and provides a 'Reference Number'. Navigation options include 'Print Friendly', 'Save Section', and 'Continue' (circled in red). The left sidebar shows the form's structure: Introduction, Forms, Significant Financial Interest Disclosures, and Agreement and Certification. The main content area is divided into 'Section view of the Form' and 'Entire view of the Form'. A yellow arrow points to the confirmation statement: 'I have listed all SFIs for this revision.' Below this, a dropdown menu is set to 'I confirm that I have listed all SFIs on this form'. A red arrow points to the 'Significant Financial Interest Disclosures' section, which asks if any listed SFIs are directly relevant to the work. The 'Yes' radio button is selected. Below this, a table for 'Disclosure of project related Significant Financial Interests' is shown. A red arrow points to the 'Entry 1' section, which includes a '+ Click here to add another entry' button, a 'Company Name' field (University of Washington), a 'Who has the SFI?' dropdown (Self), a text area for 'Please provide information on how this SFI is relevant to the project:' (My spouse works for UW.), and a 'Date' field (02/02/2017). A 'Page Complete' message at the bottom instructs the user to select 'Continue' to advance to the next page.

# REVIEW AGREEMENT AND CERTIFICATION

- Once information for all SFIs has been entered, read the confirmation statement (red circle), then hit 'Continue' (red arrow) to submit the form.



Account: Daniel D LaHann  
Department: UI - RESEARCH - University Research  
Navigation: Home > col form list

Revised Person: LaHann, Daniel Dwight  
Reference Number: Annual COI and Commitment Reporting Form for Individuals - (Version 109.0)

Print Friendly Save Section Continue

Section view of the Form Entire view of the Form

Introduction  
Forms  
Significant Financial Interest Disclosures  
Agreement and Certification

**Agreement and Certification**

Confirmation

By submitting this form, you are making the following assertions:

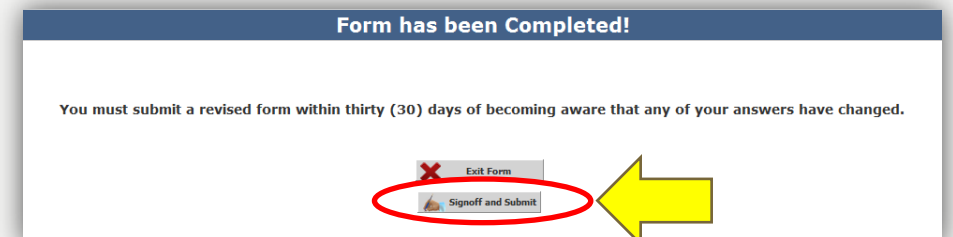
- I understand and agree to comply with the UI Conflict of Interest and Commitment policies.
- I have completely and accurately reported all financial interests as solicited by the questions on this form.
- I will report any change(s) in the provided information within 30 days of learning of such change(s).

Page Complete

Please select "Continue" to submit.

- On the next page, click on 'Signoff and Submit' (yellow arrow) to successfully submit this annual form.

**Your form is not submitted until you finish this step.**



**Form has been Completed!**

You must submit a revised form within thirty (30) days of becoming aware that any of your answers have changed.

Exit Form  
Signoff and Submit

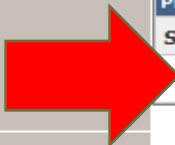
# SAVE THE SIGNOFF


- Tick the box (red arrow) and click on 'Save the signoff' (red circle).

Submission Routing Signoff

Submission Reference Number: 001956

Submission Form(s):	Include in PDF Packet	Submission Component Name
	<input checked="" type="checkbox"/>	Annual COI and Commitment Reporting Form for Individuals





Save Signoff