

Renewing your Significant Financial Interest (SFI) Disclosure Form for Financial Conflict of Interest (FCOI) compliance

You have received a new task to enter or renew your Financial Conflict Of Interest (FCOI) disclosure as required by System Regulation 15.01.03. Please click <https://maestro.tamus.edu> to log in to Maestro.

1. Navigate to *Researcher tab* -> sub-tab *FCOI* -> *Disclosure Tasks*.

The screenshot shows the Maestro web application interface. At the top, there is a navigation bar with tabs: General, Executive, Administrator, and Researcher. Below this is a sub-navigation bar with links: My Dashboard, Accounts, Project, Proposal, and FCOI. The main content area is titled 'Current Account List (Frey, Anne)'. On the left, there is a sidebar with a list of links: Current Account List, Account Info, Account Balance, Account Balance Detail, Account Transactions, Payroll Transactions, Payroll Commitments, and Payroll Allocations. The main content area has a 'Search Options' section with input fields for PI Name (Frey, Anne), Account Number, and Project Title.

2. On the next page, click on Disclosure Tasks. If the left-hand column is hidden, run your mouse up and down the very left-hand side of your computer screen until it opens.

The screenshot shows the Maestro web application interface. At the top, there is a navigation bar with tabs: General, Executive, Administrator, and Researcher. Below this is a sub-navigation bar with links: My Dashboard, Accounts, Project, Proposal, and FCOI. The main content area is titled 'Disclosure Tasks (Anne Frey)'. On the left, there is a sidebar with a list of links: Disclosure Tasks and My Disclosures. The main content area has a 'Tasks' section with a table. The table has columns: Task, Description, Research, Number, Title, Sponsor, and Action. The first row shows a task with the description 'Submit/renew annual disclosure'. The 'Action' column for this task contains a link labeled 'Renew Disclosure'.

3. Click on the *Submit Disclosure* or *Renew Disclosure* link to take you to the disclosure document.

4. Enter data, certify and submit your disclosure. If you have nothing to disclose, simply certify by checking the Researcher's Certification box below and submit.

The screenshot shows the 'Edit Disclosure' interface. At the top, there's a navigation bar with 'Researcher' selected. Below it, the 'Edit Disclosure' section contains fields for Disclosure # (21951), Researcher (Anne Frey), Member (TAMU), and Organization (Office Of Graduate Studies & Research). To the right, there are fields for Submit Date, Expiration Date, and Review Date. A red arrow points from the instruction text to the 'Submit' button in the top right corner. Another red arrow points from the instruction text to the 'Researcher's Certification' checkbox at the bottom of the form. The form also includes sections for 'Researcher's SFIs Related To Institutional Responsibilities', 'Research Or Research Activity', and 'Researcher's SFI Attachments', each with a table of data. The 'Researcher's Certification' section at the bottom has a checkbox and a text area for a certification statement.

Disclosure # 21951
Researcher Anne Frey
Member TAMU
Organization Office Of Graduate Studies & Research

Submit Date
Expiration Date
Review Date

* Nothing to disclose? Please **certify** below and click Submit.

Researcher's SFIs Related To Institutional Responsibilities (As Defined In System Regulation 15.01.03)

Action	View	Source	Description	Value	Related to Research?	Notes
No data to display.						

Columns Hidden 4

Research Or Research Activity (As Defined In System Regulation 15.01.03)

Research	Number	Title	Sponsor	Disclosure	COIO's Decision	Disclosure Detail	Status
Proposal	13-3290	Building Research Administration to Div	National Institutes of Health	No Related SFI			New

Columns Hidden 1

Researcher's SFI Attachments

Document	Uploaded By	Time Uploaded	Notes
No data to display.			

Columns Hidden 4

Researcher's Certification

☐ I certify that the information provided is true and correct to the best of my knowledge. I further certify that I have read System Regulation 15.01.03 Financial Conflict Of Interest in Research and the applicable system member rule and that I am aware of and understand my responsibilities and applicable federal regulations and system policies regarding disclosure of Significant Financial Interests.

If you need more information, please contact the Office of Research and Sponsored Services at 326-3026.

Maestro Login ID and Password

Your Maestro login ID and password are the same as your login ID and password for Single Sign-ON/HRConnect (<https://sso.tamus.edu>)