Submitting and Revising SFI Disclosures

Federal guidelines and university policies aim to promote integrity in research as well as provide transparency where researchers may be seen to have a bias because of financial holdings they may have. In order to address these concerns, LSU researchers are obligated to disclose any potential Significant Financial Interests they may have. Policy Statement 98 provides the guidelines under which these disclosures must happen.

LSU investigators must disclose any SFIs at the time they submit an application for any externally funded research grant program. Investigators must update their disclosures annually while they are participating in any active externally funded project. Investigators must also update their SFIs within 30 days of any significant changes in their SFI portfolio.

This document provides guidance on how to submit or revise an SFI disclosure in GeauxGrants

Login to GeauxGrants

GeauxGrants is accessed online through myLSU as well as the GeauxGrants help desk. Login to the system using your myLSU ID and password. Once in the system, select “Conflict of Interest” from the left side menu to enter the COI module.

Navigate to Submit or Revise Disclosure

Select “Create/Update Disclosure” from the Conflict of Interest start page.
Select “New/Update” for Significant Financial Interest Disclosure Statement. This is required of all investigators who have an active grant account or who have applied for external funds to support their research, regardless of source.

**Significant Financial Interest Questionnaire**

The SFI Questionnaire walks you through the definitions used by LSU to describe what should and should not be disclosed in this process. Read the documentation carefully and contact the help desk if you have any questions about your responsibilities.
Screening Questions

Your answers to the disclose screening questions will help guide you through any additional information that needs to be disclosed. They are generally self-explanatory, and you must respond yes or no to each question.
Identifying Entities

If you answer “Yes” to any of the screening questions, you must add the companies or entities which apply to your positive response. Type the name of the company in the Entity box, select the search result and press ADD to include it in your disclosure.

**Figure 6 - Add Entity**

If your Entity does not generate a search response, it is not listed in our entity database. Search for Not Found, select that result, and ADD to the disclosure. You can add up to three “Not Found” entities when you submit your disclosure. If you have more than three entities, contact the COI coordinator or the GeauxGrants help desk for assistance.
To add a new Entity, complete the basic entity information for that entity. It will be added to our database within 48 hours of your submission, and appear as an entity for future disclosures.

Figure 8 - Adding New Entity Information
Disclose your SFI with Entities

Answer the questions about your activities or financial interests for each **Entity** disclosed. Depending on your answers to the questionnaire, you may add multiple activities or interests for each entity.

Repeat this disclosure process for each entity.

Certification

Certify that the information in your disclosure is correct. At the top of the form, click COMPLETE and then SUBMIT to forward your disclosure for future review.