

Who is affected by the new eBridge SFI Process?	Effective November 9, 2013 , eBridge users with the Corporate Compliance role will have activities to perform within the Funding Proposal Workspace regarding review and clearance of reported Significant Financial Interests (SFIs) in the new SFI process in eBridge.
Why is there a new SFI process in eBridge?	With changes to the Public Health Service (PHS) regulations regarding Financial Conflicts of Interest in Research (FCOI-R), Corporate Compliance needed a process to more easily adhere to changes in reviewing, monitoring and reporting of Significant Financial Interests (SFI) for key personnel on PHS funding. The new SFI process in eBridge ensures funds are not released until all reported SFIs are reviewed, and appropriate actions are taken.
What types of funding proposals are affected by the new SFI Process?	This new SFI process applies to new federal or federal pass through submissions beginning November 9, 2013. Existing funding proposals that have not been awarded are identified and flagged so a compliance check can occur before the funding proposal is awarded.
What is the new SFI Process?	When the Principal Investigator (PI) or Key Persons have uploaded an SFI document in the Researcher Profile, and/or reported an SFI in the “Agree to Participate” activity, the new SFI process stops the funding proposal in eBridge from being awarded until the SFI is reviewed and appropriate actions are taken. Corporate Compliance is sent an email notification at different points in the workflow that a reported SFI needs to be reviewed: 1) When PI uploads an SFI document, or reports an SFI, 2) in the Award Proposal activity, 3) in the Award Proposal (Continuation) activity, and 4) in a new State, Awarded Pending SFI Review . After the SFI review process is complete, Corporate Compliance executes the new eBridge “ Verify SFI ” activity to update the SFI status for each key person, and to allow the funding proposal to continue through the eBridge workflow. The “Verify SFI” activity is available at anytime.
How do I verify and update the status of any reported SFIs in eBridge?	<p>If key personnel with SFI have been reviewed, and appropriate actions were taken, Corporate Compliance must update the SFI status in eBridge:</p> <ul style="list-style-type: none"> • In the Funding Proposal Workspace and from the left column, select “Verify SFI” activity (Figure 1). The “Verify SFI” window opens. • For each reported SFI, select the “Update” button to update the SFI status (Figure 2). The “Edit SYS-SFI Review” window opens (Figure 3). • Complete the status update. Indicate if the SFI was sent to the FCOI-R Committee for review. <ul style="list-style-type: none"> ⇒ If your response is “No”, then enter a comment and select “OK”. ⇒ If your response is “Yes”, indicate the committee’s decision, enter a comment, attach the appropriate documents, and then select “OK”. • When each key person is verified by Corporate Compliance, eBridge automatically sets the “Needs Review” to “No” (Figure 4). When all key personnel are set to “No”, then the funding proposal automatically transitions to the “Awarded” state.



Additional Guidance



- The “**History**” log in the Funding Proposal Workspace is a good resource to determine what activities have been completed thus far, and if there are any logged comments you need to review. If you select the “**Verified SFI**” activity in the History log, you can view the updated status summary. Only individuals with the Corporate Compliance role can see this activity in the History log.
- In the state, “**Awarded Pending SFI Review**”, an “**Override Pending SFI Status**” activity is available for site administrators to override the SFI pending status.



Corporate Compliance Role: Verify and Update SFI Status

1. Select "Verify SFI" activity from Funding Proposal Workspace
2. Notice "Needs Review" column indicates "Yes"
3. For each reported SFI, select the "Update" button

Figure 1

Figure 2

Click "Update" next to the key person with an SFI that you would like to update.
Click "OK" when finished.

Key Persons with uploaded Significant Financial Interests document:

Last Name	First Name	Department	Division	Uploaded SFI Document	Needs Review	Sent to Committee	Comments
Hogg	Neil	Biophysics	NA	C14.1_InstitutionalResourcesApproval.pdf (0.01)	yes		

Annotations: A red box labeled '3' highlights the 'Update' button. A red box labeled '2' highlights the 'Needs Review' column value 'yes'.

4. Update the status for each reported SFI
5. Select "OK"

Figure 3

PI/Key Personnel: Neil Hogg

Update the status of the reported Significant Financial Interest

Click "OK" when finished.

* Was this SFI sent to the FCOI-R committee for review?
 Yes No

If yes, what was the FCOI-R committee decision?
 Financial Conflict of Interest in Research does not exist for this individual
 Financial Conflict of Interest in Research does exist and the process has been completed

* Comments:
 Comments typed in this box refer to the Key Person who reported an SFI

Attachments: [None]

Annotations: A red box labeled '4' highlights the 'Update the status' text. A red box labeled '5' highlights the 'OK' button.

6. Since the review is complete, notice the "Needs Review" column now indicates "No"
7. Select "OK" to complete the update

Figure 4

Click "Update" next to the key person with an SFI that you would like to update.
Click "OK" when finished.

Key Persons with uploaded Significant Financial Interests document:

Last Name	First Name	Department	Division	Uploaded SFI Document	Needs Review	Sent to Committee	Comments
Hogg	Neil	Biophysics	NA	C14.1_InstitutionalResourcesApproval.pdf (0.01)	no	yes	The SFI Committee completed the SFI review and the corrected actions were taken.

Annotations: A red box labeled '6' highlights the 'Needs Review' column value 'no'. A red box labeled '7' highlights the 'OK' button.