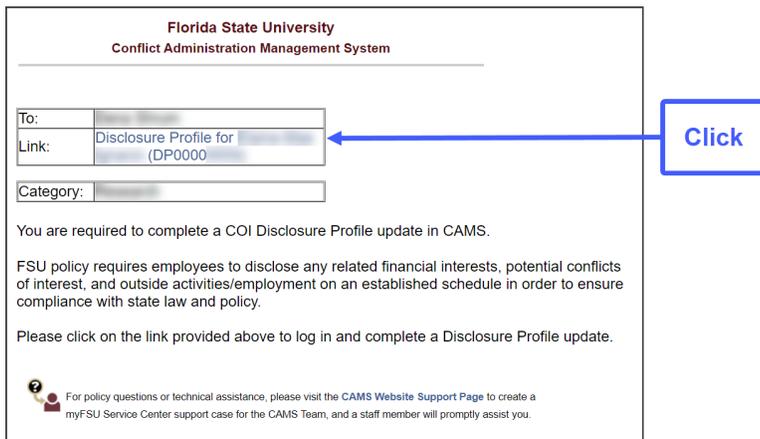


Quick Guide to Updating Your Disclosure Profile in CAMS

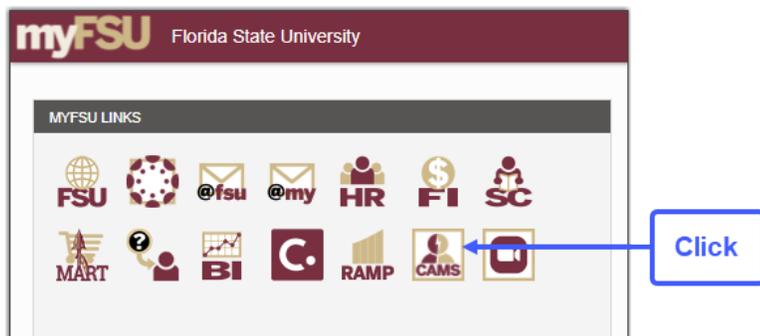
This guide gives basic guidance through the process of updating your conflict of interest and outside activity disclosure in CAMS. Guides for Clarification Requests, Management Plans, and Pre-Approval Requests are available on the [CAMS Website Training page](#). Instructional videos for completing a [Disclosure Profile Update](#) or submitting a [Pre-Approval Request](#) for outside employment/activities are also available.

How to update your Disclosure Profile in CAMS:

1. Access your CAMS Profile using the link provided in your email notification from the system.



Your profile can also be accessed through the myFSU Portal, and the Disclosure Profile link in your Inbox.



2. Click on "Edit Disclosure Profile" to open the SmartForm.

Action Required	Reason
Review disclosure information in the disclosure profile. When all disclosure information is current and accurate, click on the Complete Disclosure Profile Update button.	The disclosure profile is new and has never been completed
Review disclosure information in the disclosure profile. When all disclosure information is current and accurate, click on the Complete Disclosure Profile Update button.	A disclosure profile associated with the discloser requires renewal

3. Download and read the policy training document, click the box to verify training acceptance, then click "Continue".

1. * I certify that I have read and understood the education materials presented to me:

4. CAMS will take you through the disclosure SmartForm, beginning with Entity Disclosure Information. The help bubbles provide more information about each question as you move through the system.

Select "Yes" if: you have other employment outside of your position with FSU, own a business, or have financial interests that meet disclosure requirements. Then click "Continue".

Select "No" if: you have nothing to disclose or report. Click "Continue" and [skip to Step 7](#).

1. * Do you have any financial interests and/or outside activities to report? Yes No [Clear](#)

Adding an Entity to your Disclosure Profile:

5. A new window will open for you to enter information related to financial interests or outside employment.

Entity Disclosure Information

▼ General Information

1. Entity: ?

or

If the entity is not included in the above list, enter the details about the entity here:

My Outside Employment ... +

2. * Relation to discloser: ?

Self
 Spouse
 Dependent Child

3. * Disclosure types: ?

Name	Description
<input type="checkbox"/> Equity	Stock, Stock Options, or Ownership Interest
<input type="checkbox"/> Consulting or Other Professional Services	Consulting means giving expert advice to people or entities working in a specific field on a short-term basis (e.g., expert witness services, advising on research, product design, etc.)
<input type="checkbox"/> Editorial Services	Journal services, scientific editor services
<input type="checkbox"/> Intellectual Property Rights	Intellectual Property Rights and Income paid directly to you
<input type="checkbox"/> Divestiture and Cash Pay-out	Sale of equity
<input type="checkbox"/> Sponsored Travel	Travel which is paid on your behalf and not reimbursed to you, that is related to your institutional responsibilities. This disclosure requirement does not apply to travel that is reimbursed or sponsored by a Federal, state, or local government agency, an Institution 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 Institution of higher education.
<input type="checkbox"/> Board Service	Board of Directors, Board of Trustees, Scientific Advisory Boards external to FSU
<input checked="" type="checkbox"/> Outside Employment	Employment external to your FSU employment
<input type="checkbox"/> Other Appointments	Compensated or Uncompensated (e.g. positions, appointments, fellowships, or talent programs)
<input type="checkbox"/> Gifts, Prizes and Honoraria	Gifts, Prizes, Speaking compensation or Honoraria (e.g. Nobel Prize, Honorary Degrees, etc.)

Click to add an entity

6. SmartForm questions for the disclosure type will open. (Outside Employment is shown below.)

▼ Outside Employment

i Employment external to your FSU employment

1. * Estimated compensation in the past 12 months: (If uncompensated, enter 0)

6000

2. * What is the FTE (full-time equivalent) percent? ?

12.5

3. Additional information that would help clarify this disclosure:

4. Related documents: ?

+ Add

There are no items to display

5. * Approximate Start Date:

1/10/2022

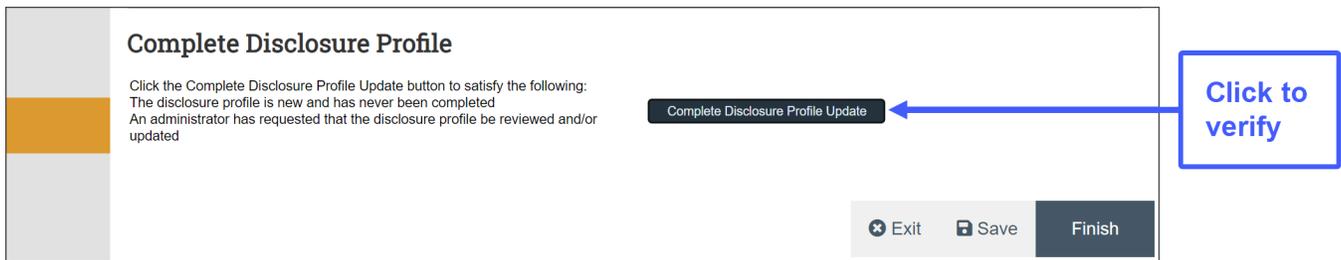
6. * Approximate End Date: ?

12/31/9999

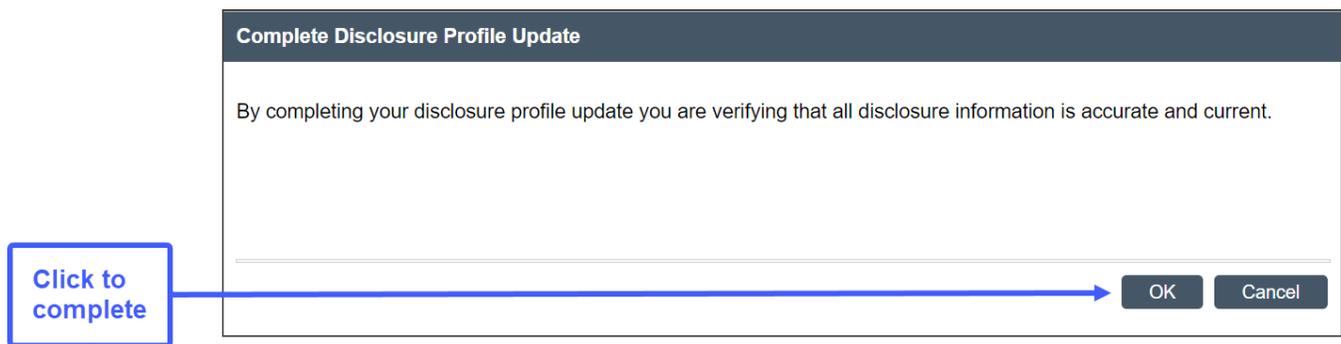
Use 12/31/9999 for ongoing employment

7. Click the "Complete Disclosure Profile Update" button to submit your disclosure.

Note: Only clicking Save or Finish will not submit your update.



8. Click OK to approve that all disclosure information is current and accurate.



9. **Your update is complete.** Your profile will show "No Action Required" and you should receive an email verification from CAMS.

