Sample M-Inform email to required disclosers per unit rules or PHS

From: U-M Office of Research and UMHS Compliance Office
Subject: Complete Your Annual U-M Outside Interest Disclosure in M-Inform

Text:
With the new fiscal year underway, it is time to complete your annual disclosure in M-Inform, the University's Disclosure System. Click the disclosure link below to report outside interests related to your U-M job/expertise, or to attest that you do not have outside interests to report.

Link to your Disclosure: Annual Disclosure Certification for [Name] [Fiscal Year]

Remember:
- "Disclosure" includes reporting that you do not have outside interests that relate to your U-M responsibilities.
- "Disclosure" includes the interests of you, your spouse, domestic partner, and dependents.
- **Do not report** your sponsored research projects performed in your U-M role.
- **Do not report** outside activities that are unrelated to your U-M job/expertise unless it involves a vendor or sponsor relationship with U-M (e.g., you are part owner of a company that sells products to U-M, you sit on the board of directors of an organization that sponsors research at U-M, etc.).
- Subsequent updates to your outside interests must be made within 30 days of any change (e.g. acquiring a new interest, change in scope of days used, payments, or value).

Why do I need to disclose?
You are required to disclose outside interests per your unit's Conflict of Interest/Commitment policy or because you are listed as an investigator on a research project (i.e. on an active PAF) funded by an agency that follows the Public Health Service (PHS) financial conflict of interest regulations.

Resources:
- Outside Interest Disclosure Decision Tree
- M-Inform instructions to submit your annual disclosure
- U-M Outside Interest Disclosure web page (for basic information)
- M-Inform Glossary (for definitions)
- COI.Support@umich.edu (for questions about what to disclose)

For technical help with M-Inform: Contact the ITS Service Center
- M-F, 7 a.m.-6 p.m. (phone and email); Sun, 1-5 p.m. (email)
- Submit a Service Request Online
- 734-764-4357 (4HELP)
- 4HELP@umich.edu
- http://its.umich.edu/help/