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:
July 1 starts U-M’s annual outside interest disclosure process. You are required to disclose. Click the disclosure link below to: review and update the outside interests you reported last year; report new outside interests related to your U-M job and your research; 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 related to your U-M responsibilities.
• You do not need to report your sponsored projects
• You do not need to report outside activities that are unrelated to your U-M job/expertise.

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 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 (4-HELP)
• 4HELP@umich.edu
• http://its.umich.edu/help/