

Financial Interest Disclosure Procedures for the Environmental Protection Agency (EPA)

November 6, 2015

A. Introduction

Policy 7A-21, *Financial Conflict of Interest Disclosure*, requires Investigators to submit significant financial interest disclosures in accordance with the regulations governing their individual proposal or award. These procedures outline the significant financial interest disclosure requirements of EPA and supplement FSU's Financial Conflict of Interest Disclosure Policy.

EPA regulations on conflict of interest are applicable to each Institution that is applying for, or that receives, EPA research funding by means of a grant or cooperative agreement, and through implementation of the EPA regulations by the Institution, to each Investigator who is planning to participate in, or is participating in, such research.

B. Definitions – See [EPA policy](#).

C. Disclosure Requirements

FSU Investigators are required to submit a signed [Conflict of Interest Disclosure Form for the Environmental Protection Agency \(EPA\)](#) and **Subrecipients** are required to submit a signed [Subrecipient Conflict of Interest Disclosure Form for the Environmental Protection Agency \(EPA\)](#) to the individual shown below prior to the time a proposal is submitted to EPA.

In addition, disclosures must be updated as follows:

1. Prior to any expenditures made to a resulting award;
2. During the period of the award on July 1 of each year following initial disclosure; and
3. Within thirty days of discovering or acquiring (e.g., through purchase, marriage, or inheritance) a new significant financial interest.

Please note that agency regulations prohibit the submission of any proposal where all of the Investigators and Subrecipients on the project have not disclosed significant financial interests as described herein.

Disclosure forms may be submitted via hand delivery, campus mail, or U.S. Postal Service to:

Director, Research Compliance Programs
FSU Office of Research
2021 Westcott North
Tallahassee, FL 32306-1330

Signed and scanned forms may also be submitted via email to Diana Key at dkey@fsu.edu.