

From: [Hsieh, Patricia](#)
To: [REDACTED]
[REDACTED]
Subject: New course: Financial Conflict of Interest Training
Date: Friday, July 27, 2012 6:08:46 PM
Attachments: [2111716_Notification.pdf](#)

Dear A&M System Training Coordinators,

I am writing to let you know about a new online course entitled *Financial Conflicts of Interest in Research* (TrainTraq course no. [2111716](#)). This training is required by [System Regulation 15.01.03](#) for employees who are responsible for the design, conduct, or reporting of research. These employees will be required to take the training before engaging in research on behalf of a System member and at least once every four years thereafter. The content of the course was provided by the Office of General Counsel.

To facilitate System-wide compliance with the revised regulation, the training will be automatically assigned to all PI-eligible employees and all graduate assistants. The assignments will start being made on Thursday, August 2. Employees will be given 30 days to complete the training from the day the assignment is made. A sample e-mail notification is attached.

Note that the notification also directs employees to complete a [Financial Disclosure Statement](#) and return it to their Conflict of Interest (COI) Official. My understanding is that not all System members have designated a COI Official yet. If you have one, you can modify the notification to include contact info for your COI Official; if you don't know how to modify your notification, call Lesley, Wade, or me or send an e-mail to TrainTraqHelp@tamus.edu

Please review the course and work with the [Chief Research Officer or Research Compliance Officer](#) at your university or agency to plan how to communicate the training requirement and monitor compliance. You can access the course at this link: <https://apps6.system.tamus.edu/TrainTraq/web/CourseDetails.aspx?cnum=2111716> (you will need to log into SSO first).

If you have any questions about the assignment process, please let me know.

Thanks,

Pat

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<http://tamus.edu/offices/training> | <http://EODinfo.tamu.edu> | **Learn. Grow. Succeed.**

[REDACTED]

From: TrainTraq Messenger <TrainTraq-notify@tamus.edu>
Sent: Friday, July 27, 2012 4:58 PM
To: [REDACTED]
Subject: Required Training

Dear [REDACTED],

You have assignments as listed below. For more information about these courses, visit <http://traintraq.tamus.edu/>.

2111716 : Financial Conflicts of Interest in Research

Due Date: 08/27/2012

Contact Email: [REDACTED]

Financial conflict of interest training is required by [System Regulation 15.01.03](#) for all employees who work on federally-sponsored projects. You have been assigned this training because you are working on or may potentially work on such projects. Please complete this training by the stated due date.

In addition to completing this training course, System Regulation 15.01.03 requires you to submit a Financial Disclosure Statement to the Conflict of Interest (COI) Official for your institution. The Financial Disclosure Statement can be found online at: <http://www.tamus.edu/assets/files/policy/pdf/APPENDIX-B.pdf>

Please submit your Financial Disclosure Statement as soon as you complete the training.

*** This message is an automated notification from the TAMUS TrainTraq application. Please do not reply, as replies are sent to an unmonitored mailbox. If you need assistance, the Support tab in TrainTraq will route your inquiry to the proper person. ***