How to fill out a Disclosure of Financial Interests and Commitments

Step 1: Log in to access.caltech.edu

Caltech access.caltech

Welcome to access.caltech.edu

| Username * | 7 | | | | |
|-------------------------|---|--|--|--|--|
| Password * | | | | | |
| [forgot your password?] | | | | | |
| Sign In > | | | | | |

<u>Step 2: Scroll down to the Administrative Services section and click on the Disclosure of Financial</u> <u>Interests and Commitments link</u>

| C | Disclosure of Financial Interests and Commitments | 1 2 |
|---|---|-----|
| | Disclose interests and commitments that may conflict with Caltech | |
| | responsibilities | |

<u>Step 3: Begin by filling out your financial disclosure by clicking on the button under the "Current Disclosure" section</u>

| Caltech Disclosure of Financial Interests and Commitments | P Welcome | Policy Help Logout All Exit If this is not you, click here | | | |
|---|--------------|---|--|--|--|
| Welcome Catech's Conflict of Interest Policy applies to all Catech faculty, staff, postdoctoral scholars, and visiting associates is an important part of your role in the Catech community. In order to ensure compliance with Catech's ethical standards as well as the laws, rules, and regulations that govern institute activities, individuals are required to complete an annual Disclosure of Financial Interests and Commitments form. | | | | | |
| In addition to completing the annual disclosure in June, changes or additions to the disclosure are to be reported throughout the year. Changes need to be reported within 30 days of a new interest, outside activity, or change. | | | | | |
| Thank you in advance for your commitment to maintain Caltech's high level of integrity. | | | | | |
| Current Disclosure | | | | | |
| New Disclosure | | | | | |
| Submitted Disclosures | | | | | |
| View Additional Disclosures | | | | | |
| | | | | | |
| Outside Activity Forms | | | | | |
| (Create OA) | | | | | |
| Q v Go Actions v | | | | | |
| Q | | | | | |

Should you have any more questions on this process, please contact <u>eod@caltech.edu</u> or call 626-395-6382.