Frequently Asked Questions Regarding the On-Line Financial Disclosure System

1. What is the Financial Disclosure System?
   It is a secure, on-line mechanism for completing and submitting a Financial Disclosure Statement (FDS). For more information on the Financial Disclosure System, please refer to the System Instructions.

2. Who should fill out a financial disclosure statement?
   - All faculty, with an academic appointment of instructor or higher at WU
   - Individuals who are identified as an investigator, co-investigator, key person, mentor or fellow on individual fellowship grants, mentor identified on institutional training grants
   - Any other individual who, regardless of title or position is independently responsible for the design, conduct or reporting of research at WU

3. Do I have to complete the FDS using the on-line Financial Disclosure System?
   Individuals with an appointment at the University must complete the FDS on-line. Access to the FDS will be automatic and you can complete the form at your own pace on your computer.

4. What do I need to fill out the on-line FDS?
   You must have your WUSTL Key and corresponding password or your employee ID number and corresponding password to complete and submit the FDS on-line. If you do not know your WUSTL Key or Employee ID Number, you can contact your business office or Systems & Procedures to obtain the number. If you do not know your password or have forgotten it, refer to the system instructions or contact the Systems & Procedures Help Desk at 314-935-5707 to reset your password. For more information on selecting your WUSTL Key and creating a password visit the WUSTL Connect webpage or call the Systems and Procedures Help Desk at 314-935-5707.

5. How do I fill out the on-line FDS?
   Please read the system instructions carefully before completing and submitting your FDS.

6. When do I have to fill out the FDS?
   You should complete the FDS annually, within 30 days of changes to your financial interests, or when you initiate new research projects. If you have previously completed a FDS, you will be reminded when your FDS is due for completion. If you are a new faculty member, you will also be notified shortly after your hire date.

7. How do I make changes to the FDS once I've submitted it?
   If you realize there is an error, you may contact the RECO to reset your form to an un-submitted status. However, this can only occur within a couple of days after submission. Otherwise, once you submit your form, you cannot make changes. You will have to submit changes by completing another on-line form or copying your most recent FDS, making changes, and submitting again. Please see the system instructions for further details.
8. **This is sensitive data. Is it secure?**
   This is a secure web site with very limited access. Once you begin your form, only you, when signed in with your WUSTL Key and password, will be able to submit, review, and update your data. The system resides on the University's mainframe and is accessed via a secure connection.

9. **Who do I contact if I have a problem?**
   - If you are having difficulties signing in to the system, please call the Systems & Procedures Helpdesk at 314-935-5707.
   - If you have questions about the Financial Disclosure Statement or process, please call 314-362-2709 or send an e-mail to [drc@msnotes.wustl.edu](mailto:drc@msnotes.wustl.edu).

10. **Why am I logged out of the system occasionally?**
    As an extra security measure, the Administrative Information System is set to log off the user after 45 minutes of inactivity. This is to prevent unauthorized access if you walk away from your computer without signing out of the site. Please note, if you are logged out of the system, your changes may be lost if you did not save your entries.