

# 2021

# Mandatory Training and Disclosure Calendar

## January

1

Topic: Governance Series (3 Modules)  
Audience: Board of Trustees Members  
Dates: December-March  
Platform: Online (Qualtrics)

2

Topic: Lab Safety  
Audience: Researchers  
Dates: Continuous (check ODT site for more information: <http://www.famu.edu/index.cfm?odtraining&TrainingCalendar>)  
Platform: Zoom

## February

1

Topic: Governance Series (3 Modules)  
Audience: Board of Trustees Members  
Dates: December-March  
Platform: Online (Qualtrics)

2

Topic: Lab Safety  
Audience: Researchers  
Dates: Continuous (check ODT site for more information: <http://www.famu.edu/index.cfm?odtraining&TrainingCalendar>)  
Platform: Zoom

## March

1

Topic: 2021 FAMU Fundamentals (Compliance and Ethics Training)  
Audience: All Employees  
Dates: March 1-31  
Platform: Online (4 modules) (Qualtrics)

## April

1

Topic: Management Seminar  
Audience: Managers  
Date: April 7  
Platform: Zoom

## May

## June

## July

1

Conflict of Interest Disclosures Required by July 1:  
1. University Disclosure to the Office of Human Resources (Faculty and Staff)  
2. Financial Statement of Interest to the Florida Commission on Ethics (Specified Employees)

2

Financial Conflict of Interest Disclosure (Researchers) (dates may vary)

## August

## September

## October

1

Topic: 2021 Internal Controls Training  
Audience: All Employees  
Dates: October 1-31  
Platform: Online (1 module) (Qualtrics)

2

Topic: 2021 Enterprise Risk Management Training  
Audience: Management  
Dates: October 1-31 (tentative)  
Platform: Online (1 module) (Qualtrics)

## November

## December

## Reminder

Make sure you have met all requirements for 2021 and updated any disclosures if your circumstances have changed since the initial report.