INSTRUCTIONS FOR COMPLETING COI ANNUAL DISCLOSURE VIA AIR

1. **Start by going to the AIR homepage:** [https://uncg.myresearchonline.org/air/](https://uncg.myresearchonline.org/air/)
   
   *Note: If the link does not work for you, please try using another browser. If that doesn’t work, then contact Research Information Technology at oretech@uncg.edu.*

2. **Click on “Continue to Login”.** You will land on the UNCG Authentication page, where you can login using your UNCG credentials. This will take you to your AIR homepage.

3. **Click on the “COI Disclosure Annual” link.** This will take you to the General Questions page for the Annual Disclosure process. To begin, click on the magnifying glass beside LastName.
4. Enter your last name and click “Search”.

5. A list of individuals with your last name will appear. Click on your name. If your name does not appear, please contact Research Information Technology at oretech@uncg.edu.

6. The contact information section should now include all of your contact information. This section pulls information from a separate database, so contact information cannot be manually updated or edited within AIR. If corrections or updates are needed, please contact Research Information Technology at oretech@uncg.edu.

7. Be sure to read and complete the COI questions.
8. A “Yes” response to Questions 2-5 will trigger a request for additional information. For Questions 2 and 3, click “Click here to add” to generate a pop-up screen where you will be prompted to provide detailed information. For Questions 2 and 3, note that if you are disclosing more than one organization, you will need to complete the follow up questions separately for each organization. Once you have completed the information for one organization, click “Save”, and you will have the opportunity to add another organization.

9. Additional information on the next screen is not required, but can be utilized to describe your particular situation and provide information that may be helpful conducting the COI evaluation. We encourage you to share any feedback on the questions or process here.

10. Once you have completed your disclosure, click “Save and Continue” at the bottom of the screen. Ignore the messages in red and yellow about submitting your disclosure.

11. The last screen will ask you to “Submit and Certify” your disclosure. Do NOT use the yellow “Proceed to Submit” button.

12. You should receive an email indicating that your disclosure has been received.
   - If you answered “No” to all questions, then your annual disclosure process is complete.
   - If you answered “Yes” to any questions, you will receive a follow-up email indicating whether additional steps (e.g., review by the COI Committee, creation of a management plan) are needed. Please give us two weeks after you complete your submission to complete the initial review process and get back in touch with you.
   - If you have a potential conflict that needs to be addressed immediately, please contact Dr. Lisa Goble directly at lagoble@uncg.edu or 256-1173.
13. You can check the status of your disclosure and review prior disclosures at any time by logging into AIR, locating the Disclosure Dashboard on the left side of the screen, and clicking on “My COIDisclosures”.

14. In the “Filter By” drop-down box, select All Disclosures. All prior disclosures (including project-specific disclosures resulting from RAMSeS proposal submissions) will appear, organized under three tabs: Incomplete (awaiting completion by you); In Process (submitted but under review); and Complete.

There are several possible categories that may appear under Review Status:

- **Stipulated** – You have been asked to provide additional information or clarification.
- **Pending** – The disclosure is under review.
- **No Conflict** – The disclosure has been reviewed and there is no conflict.
- **FCOI Management** – A management plan has been put in place to facilitate the objective conduct of applicable activities.