1. Start by going to the AIR homepage: 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 “Annual or an Updated Annual COI Disclosure Form” link.

4. The contact information section should include all of your contact information since you signed into AIR with your university credentials. 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.

5. Be sure to read and complete the COI questions.

6. 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.

7. Additional information in question 6 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.

8. Once you have completed your disclosure, click “Save and Continue” at the bottom of the screen.

9. The last screen will ask you to “Submit and Certify” your disclosure.

10. 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 what additional steps (e.g., review by the COI Committee, creation of a management plan) may be needed. Please give us 3 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 logoble@uncg.edu or 256-1173.
11. 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 COI Disclosures”.

12. 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 several tabs:

- **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.
- **Acknowledged** – The disclosure has been reviewed and the conflict is marked as disclosed per university policy, no further action is required.
- **Transparency** – The disclosure has been reviewed, and the relationship identified will need to be disclosed in all academic teaching and publications.
- **Administrative concerns/FCOI Management** – A management plan will need to be put in place to facilitate the objective conduct of applicable activities.