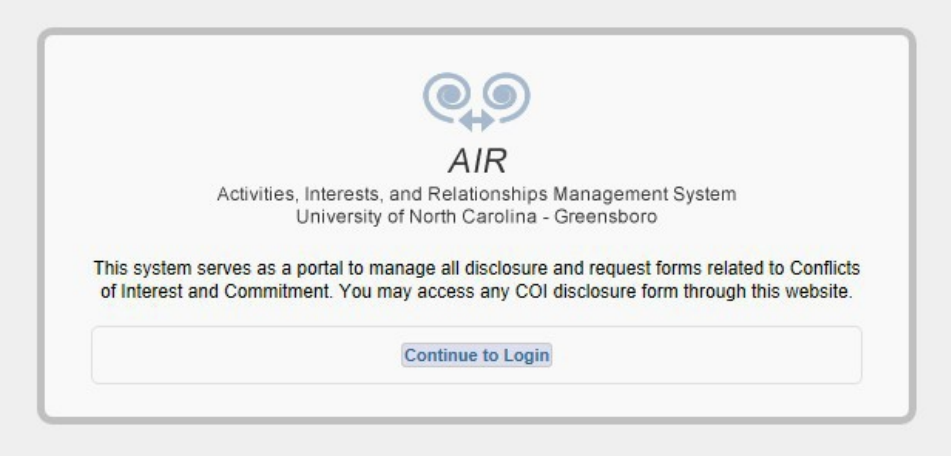
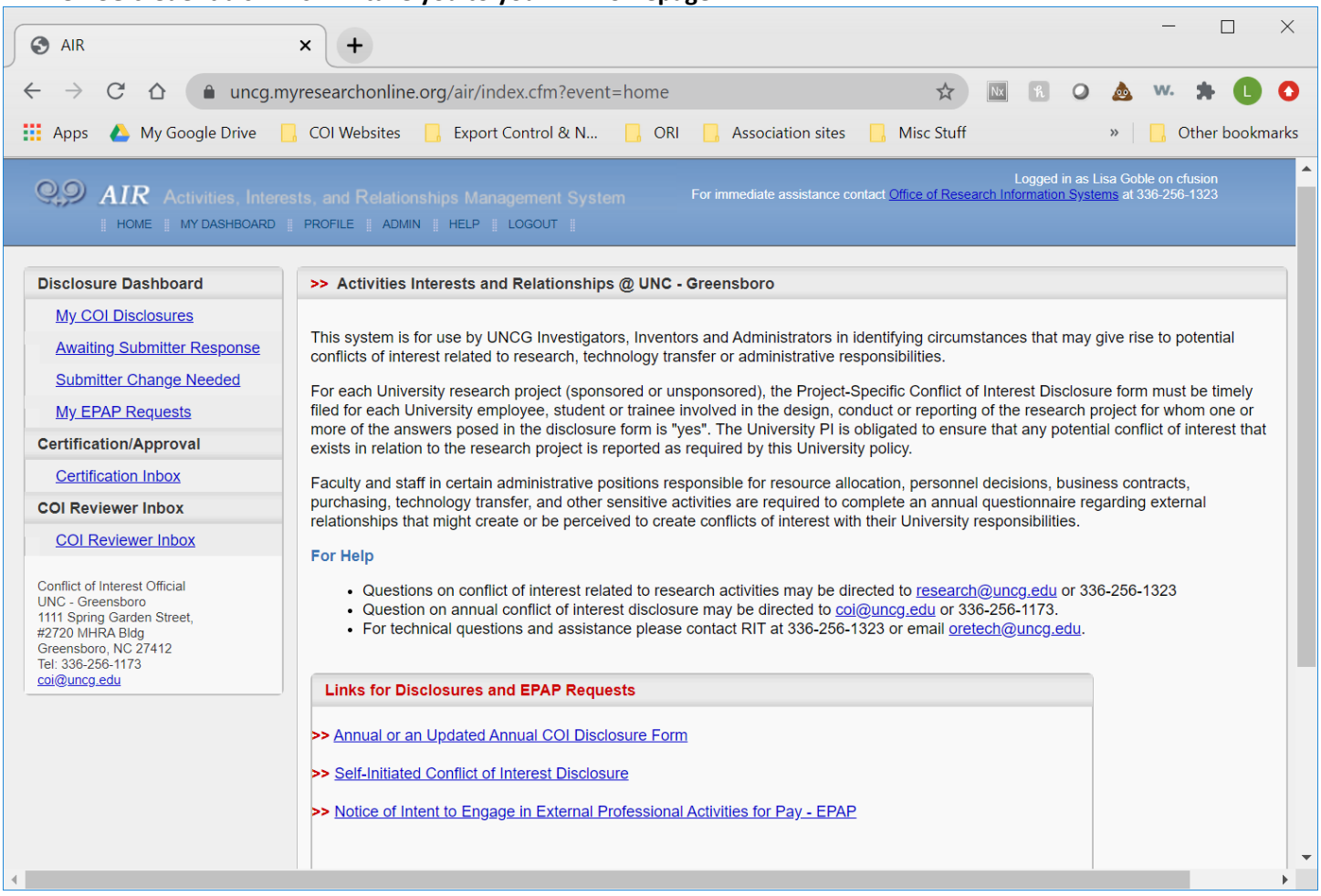
INSTRUCTIONS FOR COMPLETING COI ANNUAL DISCLOSURE VIA AIR

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.



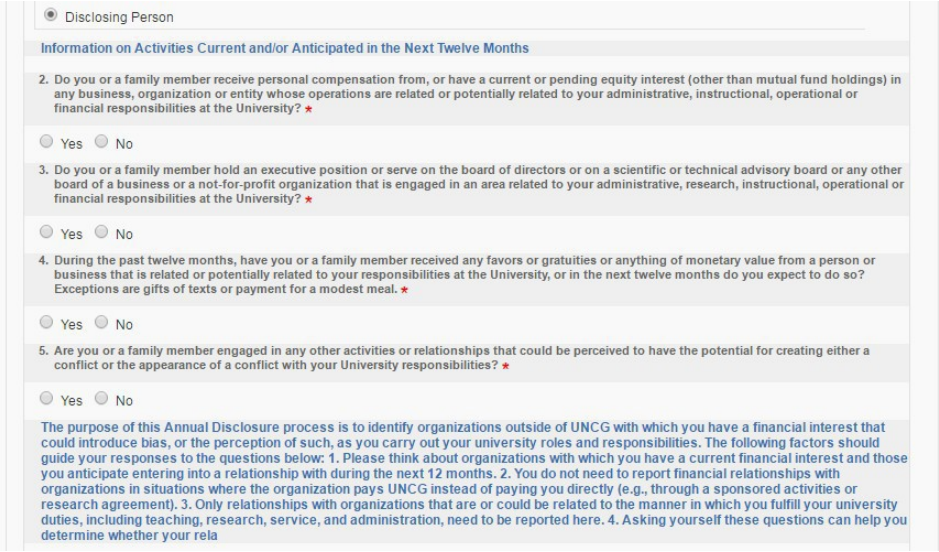
2. **Click on "Continue to Login". You will land on the UNCG Authentication page, where you can login using your UNCG credentials. This will take you to your AIR homepage.**



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.**


Disclosing Person

Information on Activities Current and/or Anticipated in the Next Twelve Months

2. Do you or a family member receive personal compensation from, or have a current or pending equity interest (other than mutual fund holdings) in any business, organization or entity whose operations are related or potentially related to your administrative, instructional, operational or financial responsibilities at the University? *

Yes No

3. Do you or a family member hold an executive position or serve on the board of directors or on a scientific or technical advisory board or any other board of a business or a not-for-profit organization that is engaged in an area related to your administrative, research, instructional, operational or financial responsibilities at the University? *

Yes No

4. During the past twelve months, have you or a family member received any favors or gratuities or anything of monetary value from a person or business that is related or potentially related to your responsibilities at the University, or in the next twelve months do you expect to do so? Exceptions are gifts of texts or payment for a modest meal. *

Yes No

5. Are you or a family member engaged in any other activities or relationships that could be perceived to have the potential for creating either a conflict or the appearance of a conflict with your University responsibilities? *

Yes No

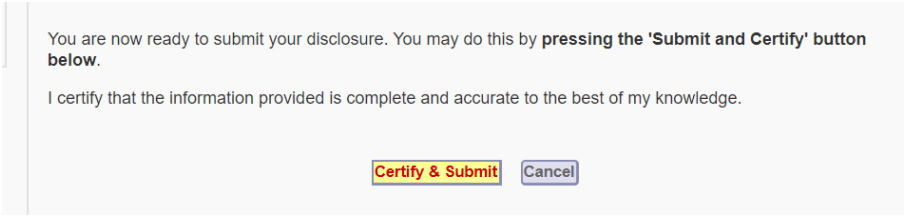
The purpose of this Annual Disclosure process is to identify organizations outside of UNCG with which you have a financial interest that could introduce bias, or the perception of such, as you carry out your university roles and responsibilities. The following factors should guide your responses to the questions below: 1. Please think about organizations with which you have a current financial interest and those you anticipate entering into a relationship with during the next 12 months. 2. You do not need to report financial relationships with organizations in situations where the organization pays UNCG instead of paying you directly (e.g., through a sponsored activities or research agreement). 3. Only relationships with organizations that are or could be related to the manner in which you fulfill your university duties, including teaching, research, service, and administration, need to be reported here. 4. Asking yourself these questions can help you determine whether your rela

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.**

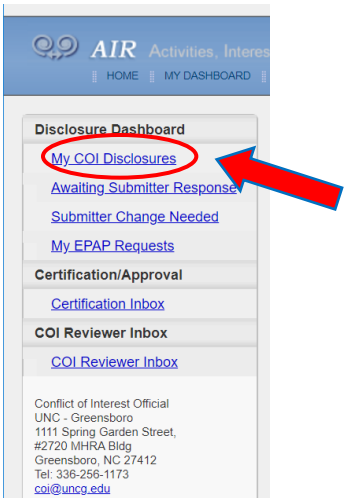
8. **Once you have completed your disclosure, click "Save and Continue" at the bottom of the screen.**

9. **The last screen will ask you to "Submit and Certify" your disclosure.**

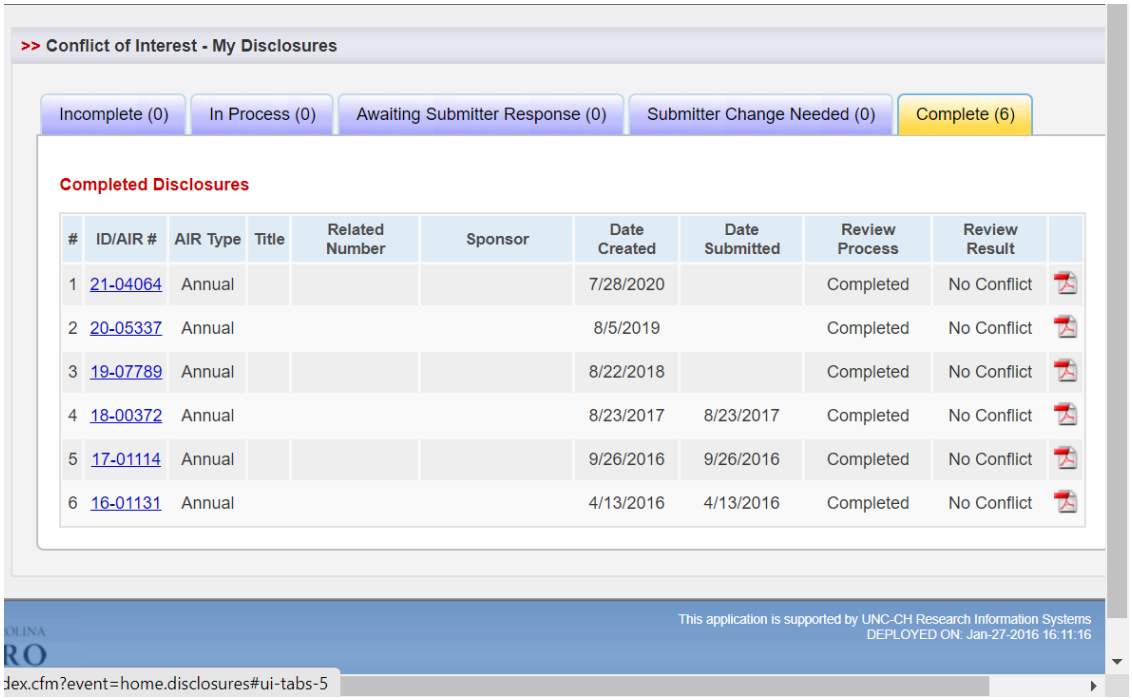


10. **You should receive an email indicating that your disclosure has been received.**
    - *If you answered "No" to all questions, then your annual disclosure process is complete.*
    - *If you answered "Yes" to any questions, you will receive a follow-up email indicating what additional steps (e.g., 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 lagoble@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 orclarification.**
- **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.**