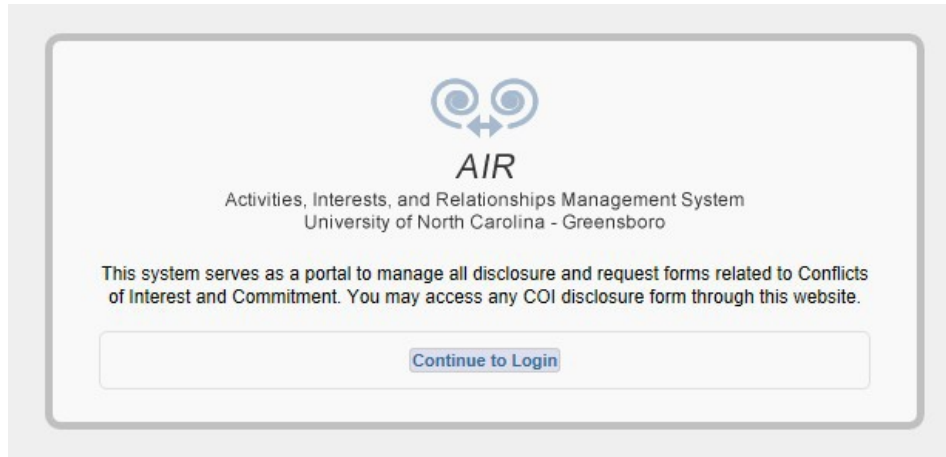


INSTRUCTIONS FOR COMPLETING COI ANNUAL DISCLOSURE VIA AIR

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 "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 Last Name.

1. Contact Information (click magnifying glass to searchforyourself)*

8

Last Name _____

First Name* _____

Dept Name *,,: _____

Title & Rank _____

Campus Address _____

Campus Telephone _____

Email* _____

Role

@ Disclosing Person

4. Enter your last name and click “Search”.

Enter the last name of the person you are looking for:

PID:

First Name:

Last Name:

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.

Personnel Search (choose the person by clicking their name)

Goble, Lisa A	Ofc of Research and Econ Dvlpmt	130670
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[Search Again](#) [Close Window](#)

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.

>> General Questions

Please click on the magnifying glass below to search for your name. Your contact information will prepopulate when you locate your name in the database.

1. Contact Information *

Last Name *

First Name *

Dept Name *

Title & Rank

7. 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

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.

Please choose **Click Here to Add** to trigger a pop-up screen with questions regarding the details of your financial interest. If you need to disclose financial interests in multiple organizations, you will need to answer the detailed questions separately for each. Click **Save** at the bottom of the pop-up screen for the first organization, and then choose **Click Here to Add** for additional organizations.

[Click here to add](#)

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.

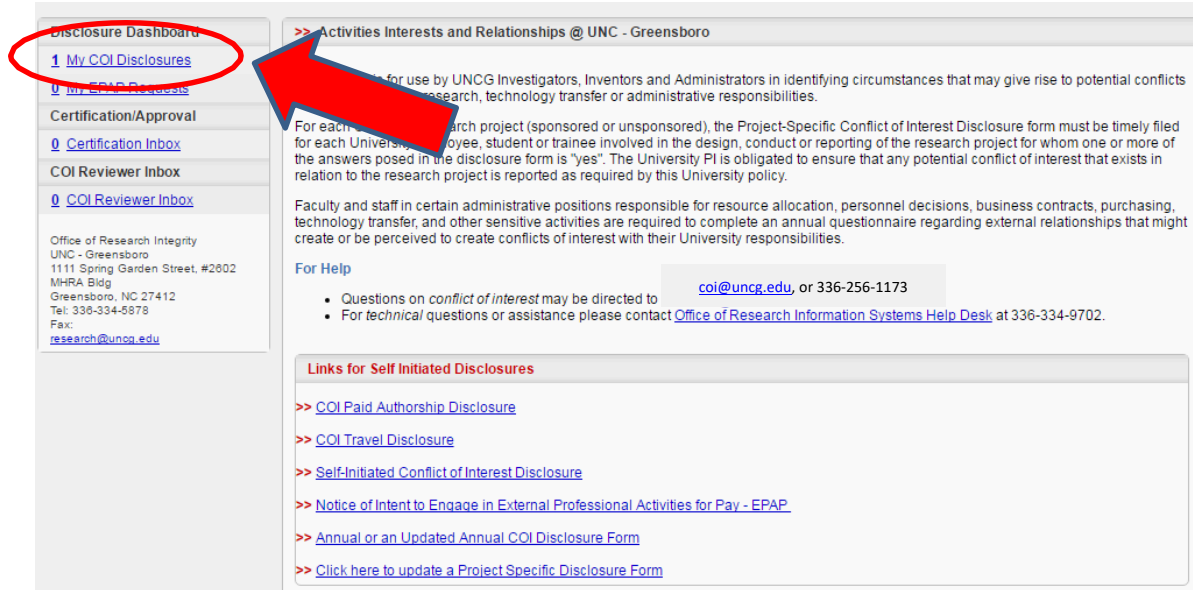
10. Once you have completed your disclosure, click “Save and Continue” at the bottom of the screen. Ignore the messages in red and yellow about submitting your disclosure.

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

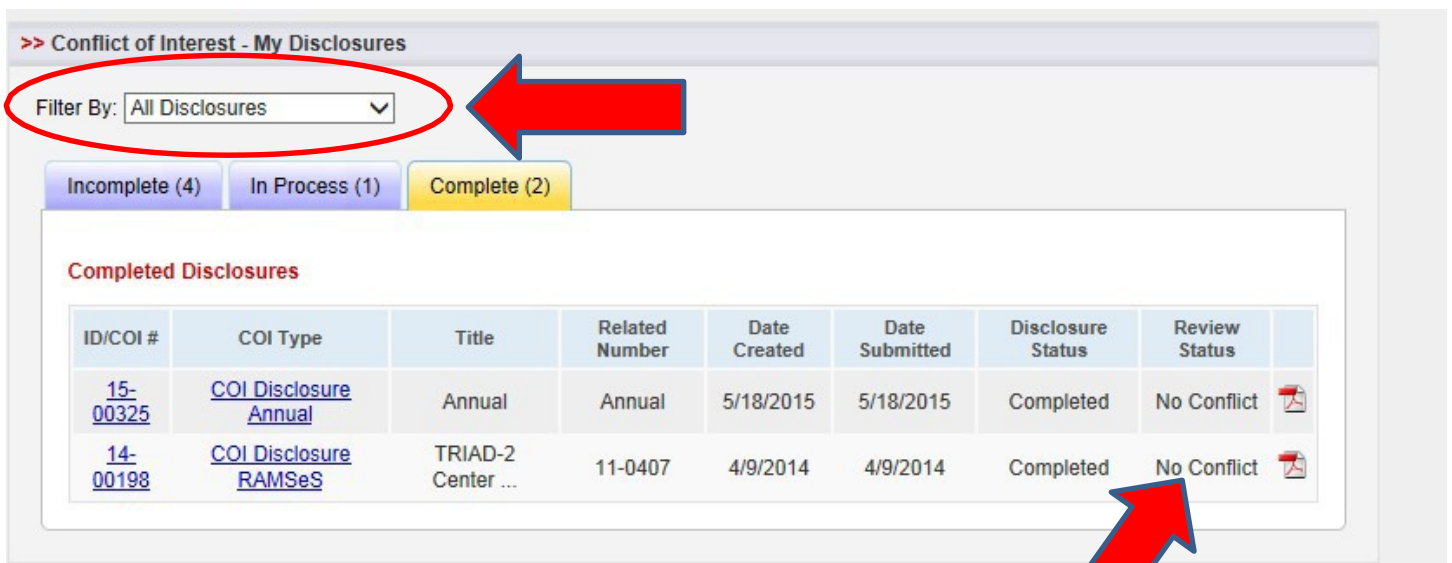
12. You should receive an email indicating that your disclosure has been received.

- 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.