INSTRUCTIONS FOR ANNUAL COI DISCLOSURES
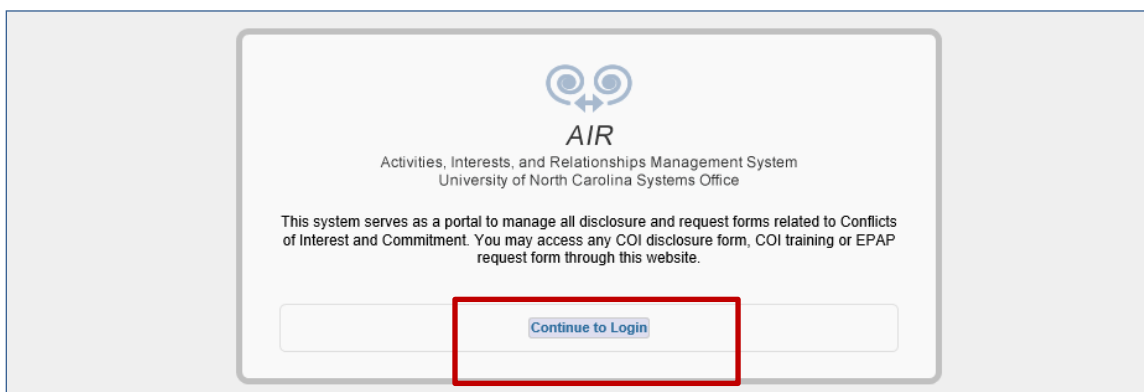
1. **Purpose of COI Disclosures**
   All EHRA employees are required to complete the Annual Report of Potential Financial Interests or Relationships. This policy is to ensure that employees' financial interests do not cause Conflict of Interest or Conflict of Commitment to their university responsibilities. COI Disclosures must be submitted every fiscal year. See the COI Policy and Memo under the Help menu in the AIR system for more details.

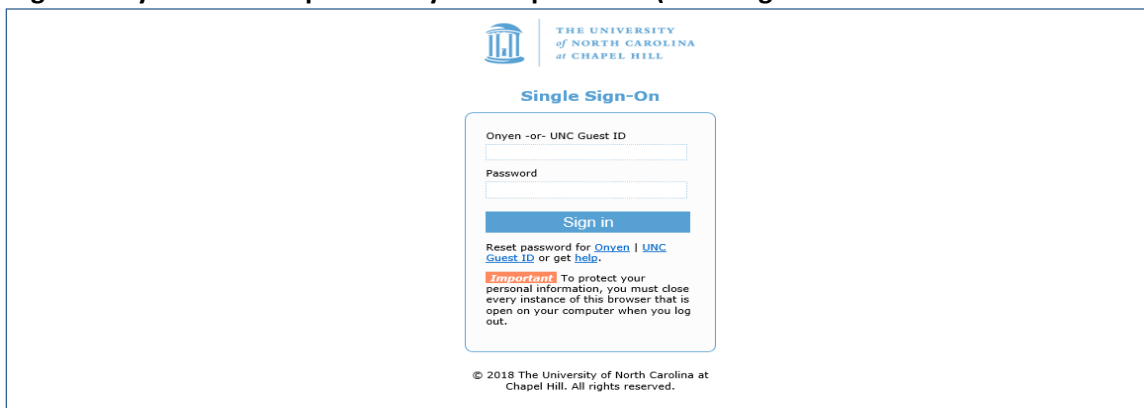2. **Navigate to the AIR homepage using one of the following:**
   a. Air System link https://uncga.myresearchonline.org/air/
   b. *System Office My Apps page https://myapps.northcarolina.edu (click on the AIR icon)*

3. **Click "Continue to Login".**

4. **You will land on the AIR Authentication page**
   Login with your UNC Chapel Hill onyen and password (same login as TIM and ConnectCarolina)

5. After logging in, you will land on the AIR Home page

a. Use the top menu links to navigate through the system
b. Use the Disclosure Dashboard links to view your disclosures
c. Use the Self Disclosure links at the bottom of the page to enter new COIs and EPAPs

6. Click the "Annual or an Updated Annual COI Disclosure Form" link.

7. The system displays the COI/Annual form.

>> **General Questions**

Contact Information   (a)

1. **NOTE:** Contact information displayed is for reference only and cannot be revised on this screen. For assistance with updating your contact information, please contact the business manager for your department.

Last Name 🔍   Doe

First Name   John

Dept Name * 🔍   Human Resources

Role
◉ Disclosing Person

2. Do you or a member of your immediate family (spouse or dependent children) have a personal financial interest in an entity or activity that may affect decision making with respect to your employment responsibilities? *   (b)

   ○ Yes ○ No

3. Do you or a member of your immediate family hold Intellectual Property rights or interests that may affect decision making with respect to your UNC System Office employment responsibilities? *

   ○ Yes ○ No

4. Are you engaged in any external professional activities for pay for which you are compensated beyond your university salary, i.e. "consulting services." If answering yes, please also see **UNC Regulations 300.2.2.1[R] and 300.2.2.2[R] "External Professional Activities for Pay**. *

   ○ Yes ○ No

5. Do you employ or supervise any UNC System Office personnel in your external professional activities for pay? *

   ○ Yes ○ No

6. Do you or a member of your immediate family have a financial interest in an entity providing property, goods or services to UNC System Office for which you are in a position to make UNC System Office management or procurement decisions regarding the entity? *

   ○ Yes ○ No

7. Are you or a member of your immediate family the author of any texts, resource guide, manual or other material that is required for a University activity? *

   ○ Yes ○ No

* Required.

To navigate the COI Disclosure Annual, press continue or any link in the Item List to your left.

Save and Continue   (c)

a. The Contact Information section will have your name and department information. You cannot update contact information in AIR. If corrections/updates are needed, contact Robbie Snuggs at rrs@northcarolina.edu (919)843-5671.

b. Read and complete the COI questions (2 – 7).

c. A "Yes" response to Questions 2-7 will trigger requests for additional information.

d. After completing your disclosure, click "Save and Continue" at the bottom of the page and the system will display the Additional Information page.

8. **The Additional Information is optional, 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.**

a. Enter your additional comments (optional).

b. Click "Save and Continue" and the system will display the Certify page.

9. **Click the "Submit and Certify" button to complete your disclosure. Do <u>NOT </u>use the yellow "Proceed to Submit" button on the left. You can click "Cancel" to cancel the form.**
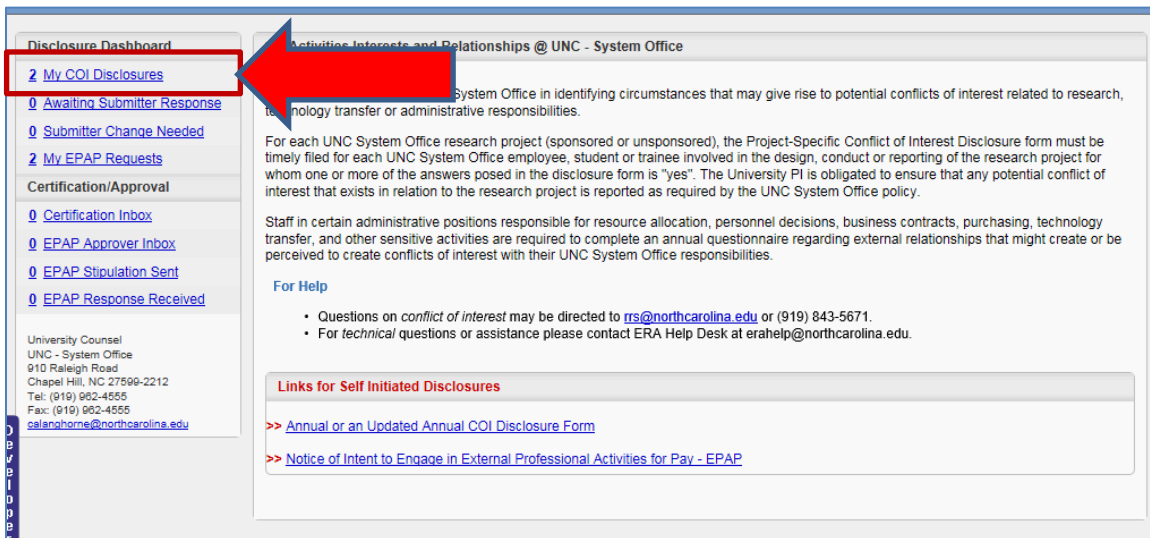

➢ You will receive an email notification stating that your COI has been submitted.

10. **After your COI is submitted,**

  ➢ If you answered "No" to all questions, then your annual disclosure process is complete. You will not need to do anything else.

  ➢ If you answered "Yes" to any questions, you will receive a follow-up email indicating whether additional steps (e.g., review by the COI Staff, creation of a management plan) are needed. Please allow two weeks after your submission for the COI Staff to complete the initial review process and get back in touch with you.

  ➢ If necessary, the COI Staff will contact you and/or your manager during the review process.

  ➢ If necessary, the COI Staff or manager will consult with the Legal Office on the COI review.

  ➢ When the COI Office (and all other parties) finish the review, you will receive an email confirmation stating the process is complete.

  ➢ If you have a potential conflict that needs to be addressed immediately, please contact Robbie Snuggs at rrs@northcarolina.edu (919)843-5671.

11. **Check the status of your disclosure and review prior disclosures at any time by:**
    a. **Logging into AIR**
    b. **Navigating to the Home page**
    c. **Locating the <u>Disclosure Dashboard</u> on the left side of the screen**
    d. **Clicking on "My COI Disclosures" link**

12. **In the "Filter By" drop-down box, select All Disclosures. All prior disclosures will appear, organized under three tabs:**
   ➢ Incomplete (awaiting completion by you)
   ➢ In Process (submitted but under review)
   ➢ Complete

>> Conflict of Interest - My Disclosures

Filter By: All Disclosures

| Incomplete (4) | In Process (1) | Complete (2) |

Completed Disclosures

ID/COI #	COI Type	Title	Related Number	Date Created	Date Submitted	Disclosure Status	Review Status	
15-00325	COI Disclosure Annual	Annual	Annual	5/18/2015	5/18/2015	Completed	No Conflic	📄
14-00198	COI Disclosure RAMSeS	TRIAD-2 Center ...	11-0407	4/9/2014	4/9/2014	Completed	No Conflic	📄

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.

Click the ID/COI # or pdf icon to review the COI disclosure.

13. **Help Options**
   ➢ If you have questions about the form or the COI process, please contact Robbie Snuggs at rrs@northcarolina.edu or (919)843-5671.

   ➢ You can submit a help request in the application using the Help menu at the top.

   ➢ If you have technical issues, please contact erahelp@northcarolina.edu.