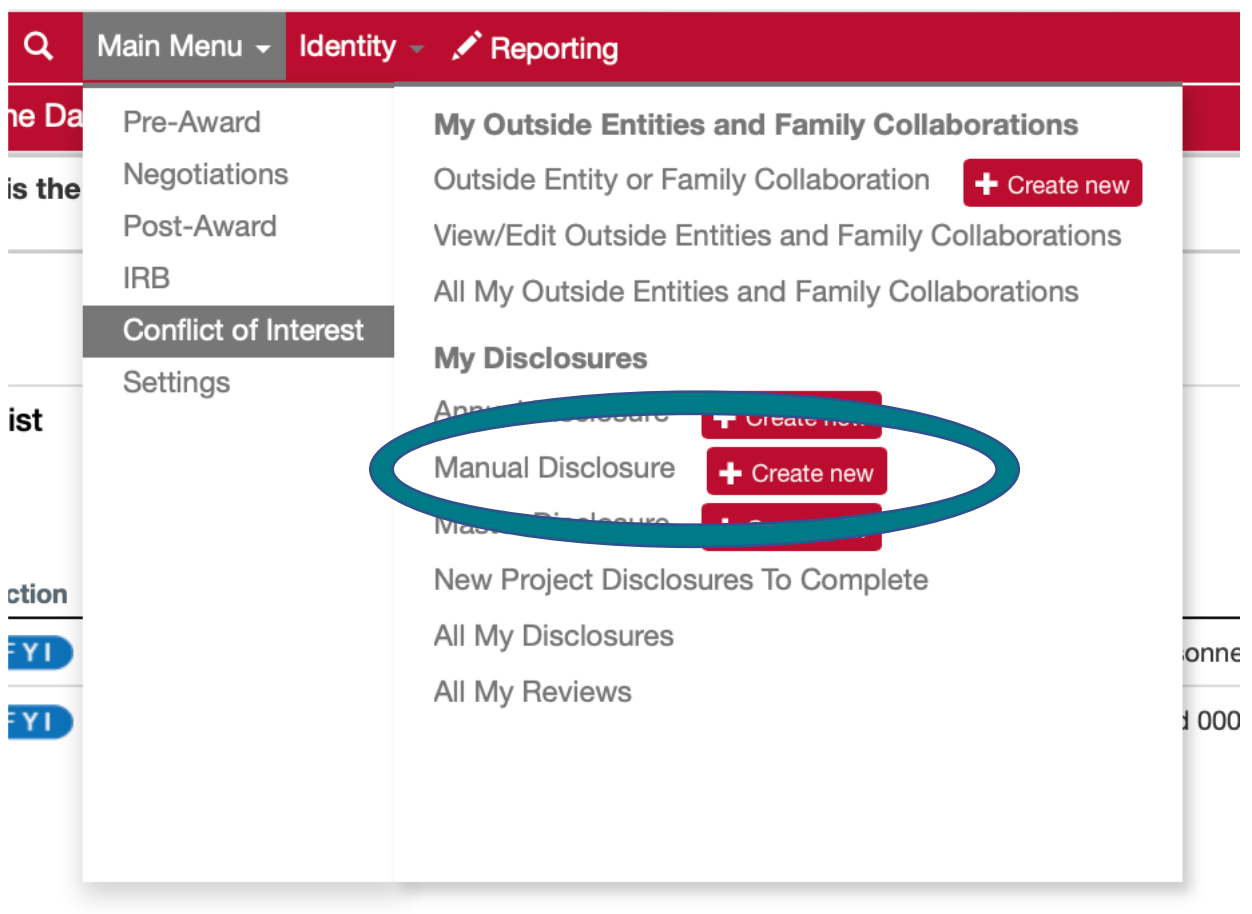


Tip Sheet: Manual Disclosures for Internally Funded Projects and IACUC Protocols

Manual Disclosures are a subset of Project-type Disclosures that are intended for reporting COI related to UNM internally-funded proposals and awards, as well as unfunded IACUC or other unfunded projects for which a COI Disclosure is requested.

1. Open the **Menu**, select **Conflict of Interest**, and click on the **+** next to the **Manual Disclosure**.



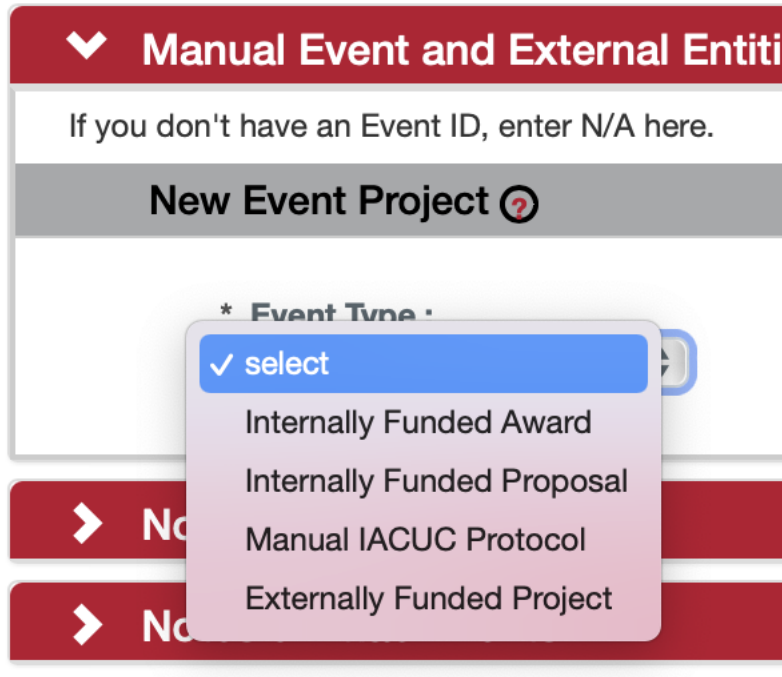
2. Under **Document Overview** give the disclosure a name. Doing so will make it easier to find if you need to. Ignore the **Organization Document Number**.

Document Overview

* Description : High Altitude Nasal Microbiome

Organization Document Number :

- 3. Click the > next to Manual Event and External Entities.
 - a. You will be asked to choose the type of manual disclosure you want to complete.



- b. Select from among the following choices:
 - i. **Internally Funded Award**: For RAC, WeR1 Surf and other internally funded awards that require a proposal. Because they don't go through OSP we don't know when an award has been made.
 - ii. **Internally Funded Proposal**: For RAC, WeR1 Surf and other internally funded programs that require a proposal, but do not go through OSP.
 - iii. **Unfunded IACUC**: For IACUC protocols that do not have funding through OSP. IRB protocols (both funded and unfunded) will have separate disclosures under project disclosures. See Tip Sheet called: [How to Complete an IRB Disclosure](#).
 - iv. **Externally Funded Project**: If you are not listed as key personnel on a project funded through OSP but need to report COI for that project because you can affect the design, conduct or reporting of research. For information how to complete that disclosure is found on the [Manual Disclosures for Externally Funded Projects](#) Tip Sheet
 - c. If you do not have a UNM document number (you likely won't) enter N/A in that field. Then enter the title of the award/proposal/protocol. Click **Add**.

Manual Event and External Entities

If you don't have an Event ID, enter N/A here.

New Event Project ?

* Event Type :
Internally Funded Award

* Event ID:
N/A

* Event Title:
Effect of High Altitude (>3000 m) on the nasal biofilms of *Canis lupus baileyi*

Add

4. You will then be taken to the correct type of questionnaires for the selected type of **Manual Disclosure**.
5. All disclosures will require you to complete the **Screening Questionnaire**. This questionnaire asks about any financial entities that apply to your particular Award/Proposal/Protocol.
 - a. Access this questionnaire by clicking **Show** next to **Outside Entities and Family Collaborations**.

Screening Questionnaire

Thank you for your part in contributing to the UNM mission, for fostering integrity of UNM research completed, a notification of determination will be emailed to you. If the disclosure requires a review of the investigator is protected to the extent permitted by law. COI disclosure information may be with your research! If you have any questions, please contact us: UNM Office of Research Integrity

Show Outside Entities and Family Collaborations (Incomplete)

- b. **Question 1** asks your affiliation to UNM through a pull-down menu.

1. Which option below best describes your UNM affiliation/activity?

2. Do you collaborate on this research project with any immediate family members or Streamlyne?

select

- UNM Main Campus
- UNM Branch Campus
- UNM North Campus/Health Sciences Center (HSC)
- UNM retiree
- Non-UNM investigator involved with UNM research
- None of the above.

- c. **Questions 2-7** ask whether you have any Outside Entities or Family Collaborations that you have not previously disclosed over the last year in Streamlyne. An affirmative answer will remind you to add, update or disclose these Entities/Collaborations in the **Manual Event and External Entity Panel**.

2. Do you collaborate on this research project with any immediate family members in addition to what you have previously disclosed in Streamlyne?

Yes No

3. Other than what you have previously disclosed in Outside Interests/Family Collaborations in Streamlyne, do you, your spouse/domestic partner, or dependent child have equity interest (stock, stock options, or other ownership interest) which, when combined with your and your family members' other remuneration (consultancy, salary, etc.) from that company, exceeds \$5,000 total (when aggregated for you and your family members) in a publicly traded entity?

Yes No

d. **Question 8** asks about any agreements that might create the appearance that you would prefer them over UNM or a federal funding agency in making decisions about your UNM research. An affirmative answer will ask you to further elaborate so the COI Committee can evaluate the situation.

8. Do you have an agreement, either formal or informal, in the U.S. or abroad, that could appear to give them preferential treatment over a U.S. funding agency or other sponsor of UNM research project(s) in which you are involved?

Yes No

8a. Identify the party/parties and describe the agreement that could appear to grant preferential treatment over a U.S. funding agency or other sponsor of UNM research project(s)? Descriptions need to be sufficient in nature for the COI Committee to determine whether there is a relatedness to or overlap with the UNM research and whether any potential or actual conflict(s) of interest in research may exist. Separately list foreign agreements under a sub-heading, "Foreign Agreement". Identify the relevant country.

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e. **Question 9** asks about any additional financial benefits you receive from your project beyond what was agreed to by the sponsor. An affirmative answer will ask you to further elaborate so the COI Committee can evaluate the situation.

9. Do you have any agreement regarding additional financial benefits from UNM research beyond what is described in the documentation (e.g., statement of work, proposal, budget, etc.) submitted to the sponsor for the UNM projects with which you are involved?

Yes No

9a. Describe the/se agreement(s). Descriptions need to be sufficient in nature for the COI Committee to determine whether there is a relatedness to or overlap with the UNM research and whether any potential or actual conflict(s) of interest in research may exist. Separately list foreign agreements under a sub-heading, "Foreign Agreement". Identify the relevant country.

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6. **SAVE** using the red **SAVE** button at the bottom of the disclosure.



7. You will next complete the Questionnaire associated with your Award/Proposal/Protocol. These questionnaires ask basic questions about the project and your role in it.

- a. For all Award/Proposal/Protocol Disclosures click the > next to **Questionnaire**.



- b. For an **Internally Funded Award** the **Questionnaire** will first ask for information related to the project, including **Sponsor**, **Title**, **Name of the PI** and **Award dates**.

The image shows a questionnaire form with three sections. Each section has a title bar, a text input field, and a character count. Section 1: '1. Sponsor Name' with input 'RAC' and '3 of 30'. Section 2: '2. Title of Project' with input 'Effect of High Altitude on The Nasal Microbiomes of Canis lupus baley' and '70 of 200'. Section 3: '3. Name of PI' with input 'Lobo Lucy' and '9 of 50'.


- c. For **Internally Funded Projects**, the **Questionnaire** will ask about the **Sponsor**, **Title** and **PI**.

The image shows a questionnaire form with three sections. Each section has a title bar, a text input field, and a character count. Section 1: '1. Sponsor Name' with input 'RAC' and '3 of 30'. Section 2: '2. Title of Project' with input 'Effect of High Altitude on Nasal Microbiomes of Canis lupus Bailey' and '68 of 100'. Section 3: '3. Name of PI' with input 'Lobo Lucy' and '9 of 50'.

- d. For both **Internally Funded Awards** and **Projects**, the **Questionnaire** will ask for information regarding your role and whether or not vertebrate animal or human subjects will be the subject of your study. Note: the numbers will be different

between the Internally Proposals and Projects because different initial questions were asked, but these questions will be the same.

5. Please provide a brief, non-technical description of this project or protocol and indicate your role on it.

I am the PI and will be responsible for analyzing the microbiomes of the nasal swabs taken from Grey Wolves at low and high altitude. 

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6. Does this research involve Animal (non human) subjects?

Yes No


Please contact The Office of Animal Care Compliance (<https://hsc.unm.edu/research/compliance/oacc.html>) before beginning research.

7. Does the research involve human subjects or identifiable private data?

Yes No


- e. For IACUC Protocols, the questionnaire will ask for the Title of the project, the PI, the IACUC Protocol number, a description of your role on the project and whether this project also involves human subjects.

1. Title of Project

Effect of High Altitude on the Nasal Microbiome of Canis lupus Bailey 

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2. Name of PI


Lobo Lucy 

10 of 50

3. IACUC Protocol Number

1234567-1

4. Please provide a brief, non-technical description of this project or protocol and indicate your role on it.

This project examines the effect of living above 8,000 feet on the nasal Microbiomes of Mexican Grey Wolves. Samples will be taken from anesthetized animals by my colleague, Lobo Louie. I will analyze the microbiomes. 

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5. Does the research involve human subjects or identifiable private data?

Yes No

8. The Project Questionnaire will allow you to complete a disclosure that is required for all projects.
- a. Click on the ">" next to the Questionnaire to reveal the COI Project Disclosure

Questionnaire

Show COI Project Disclosure (Incomplete)

- i. Click **Show**
- ii. Complete questions 1-3 in the project disclosure

Questions [Print](#)

1. Please provide a brief, non-technical description of this project or protocol and indicate your role on it. [More Information...](#)

This project explores alternate, sustainable, energy sources that simultaneously combat climate change through carbon capture, My part of the project is identifying metabolites from composted

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2. Does this research involve Animal (non human) subjects? [More Information...](#)

Yes No

3. Does the research involve human subjects or identifiable private data? [More Information...](#)

Yes No

- b. Question 4 asks if your project is funded by PHS/NIH or the Department of Energy (DOE). Answering “**Yes**” to this question releases further required by these funders **For Internally Funded projects select “No” and **SAVE** the disclosure.**
9. **SAVE**
10. Next, you will complete the **Manual Event** and **External Entities Relationship** panel that will allow you to relate your disclosed Outside Entities and Family Collaborations to your project.
- a. Your **Outside Entities and Family Collaborations** will be listed next to a drop - down menu.

1	View Entity Edit History	International Bioenergy	select
2	View Entity Edit History	Lobo Corp	select
3	View Entity Edit History	Lobo Louie	select
4	View Entity Edit History	LoboBiome	select

- b. For each **Entity or Collaboration**, define its relationship to the current project using the drop-down menu.

- c. Complete this for each **Entity or Collaboration**.
- d. You can also add a new **Entity/Collaboration** from inside this panel. For information on how to do this see the Tip Sheet called [How to Add a New Financial Entity or Family Collaboration in a Project or Manual Disclosure](#). Make sure you associate any newly added **Entity/Collaboration** with your project.

11. **SAVE**

12. Certify the disclosure by opening the **Certification** tab, checking the box and clicking **Submit**.

▼
Certification

⊗
Certification

I agree to abide by the University of New Mexico's Faculty Handbook Policy E:110, Conflict of Interest in Research [https://handbook.unm.edu/e110/]. I supply this information for review by the University of New Mexico, and for such other purposes as are required by law, regulation, policy, or contract. I understand and agree that if there is a material change to this information (for example, an acquisition of a significant financial interest or a modification of my existing professional arrangement(s) outside UNM), I must update the associated outside entities and my master disclosure within 30 days of that change.

Certification - Not yet certified

In submitting this disclosure, I certify that the information provided is true to the best of my knowledge.

Lobo Lucy
N/A
Submit
Print

Reporter
Certification Date

Barring any errors, this will result in your disclosure being submitted.

13. If you have not completed the disclosure correctly, you will receive an error. The following are the most common errors in a **Manual Disclosure**.

- a. You did not provide a relationship between an **Outside Entity or Family Collaboration** and your project.
- b. Since the last time you worked on the disclosure, you have entered a new **Outside Entity or Family Collaboration**.