

Tip Sheet: How to add a new Outside Entity or Family Collaboration in an Annual Disclosure

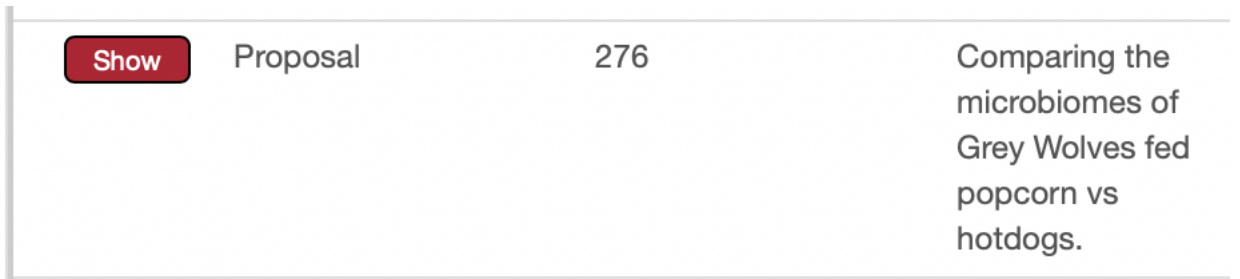
1. SAVE all your previous work in the Annual Disclosure before entering a new **Outside Entity or Family Collaboration** using the **Save** button at the bottom of the disclosure.



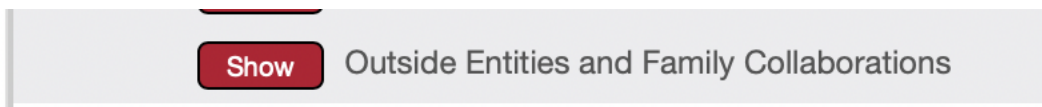
2. Open the **Disclosed Projects** panel by clicking on the ">" next to it.



3. Open this tab and select one of your **projects (proposals or awards)** by clicking **"Show"** next to it.



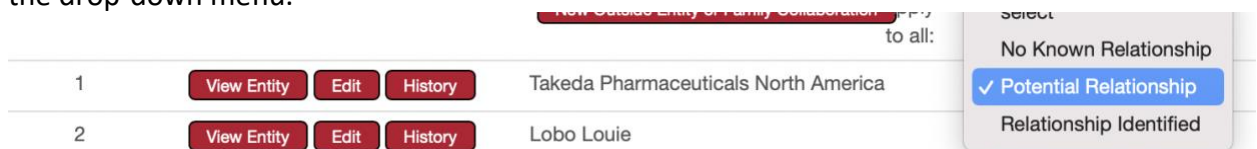
4. Within the project, select **"Outside Entities and Family Collaborations"** by clicking **Show**.



5. At the top of this section, there is an option to add a new **Outside Entity or Family Collaboration**. Click that button.



6. An **Outside Entity and Family Collaboration** document will open. Complete that document and **Submit**. You will be returned to your **Annual Disclosure**. (For information on how to complete an **Outside Entity or Family Collaboration**, refer to the appropriate Tip Sheet titled “**Tip Sheet: How to Enter Outside Entities**” and “**Tip Sheet: How to Enter a Family Collaboration**” respectively.)
7. **SAVE**
8. Open the **Disclosed Projects** panel again.
9. Click on **Show** next to a **project**.
10. Click on **Show** next to **Outside Entities and Family Collaborations**.
11. For the newly entered **Outside Entity or Family Collaboration**, select a relationship from the drop-down menu.



12. **SAVE**
13. Repeat steps 8-12 for **each project** listed. Failure to do so will result in an error.
14. Review and complete (if needed) the rest of the **Disclosure**. Certify the disclosure by opening the **Certification panel**, clicking the box, and pressing **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

15. **Errors**. The most common error when entering a new **Outside Entity or Family Collaboration** from within a disclosure is forgetting to enter a relationship between a project and a new Outside Entity or Family Collaboration. If that happens, you will get this error.

▼ Disclosed Projects

Validation Errors found in this Section:

- Outside Entity or Family Collaboration Relationship is required.
- Outside Entity or Family Collaboration Relationship is required.
- Outside Entity or Family Collaboration Relationship is required.
- Outside Entity or Family Collaboration Relationship is required.
- Outside Entity or Family Collaboration Relationship is required.
- Outside Entity or Family Collaboration Relationship is required.

Disclosed Projects (Grouped by Projects) ⓘ Group by Projects Group by Outside Entity or Family C

The number of times you get this error is the same number of projects you need to update. To correct the error repeat steps 8-12 for each project and don't forget to **SAVE**.