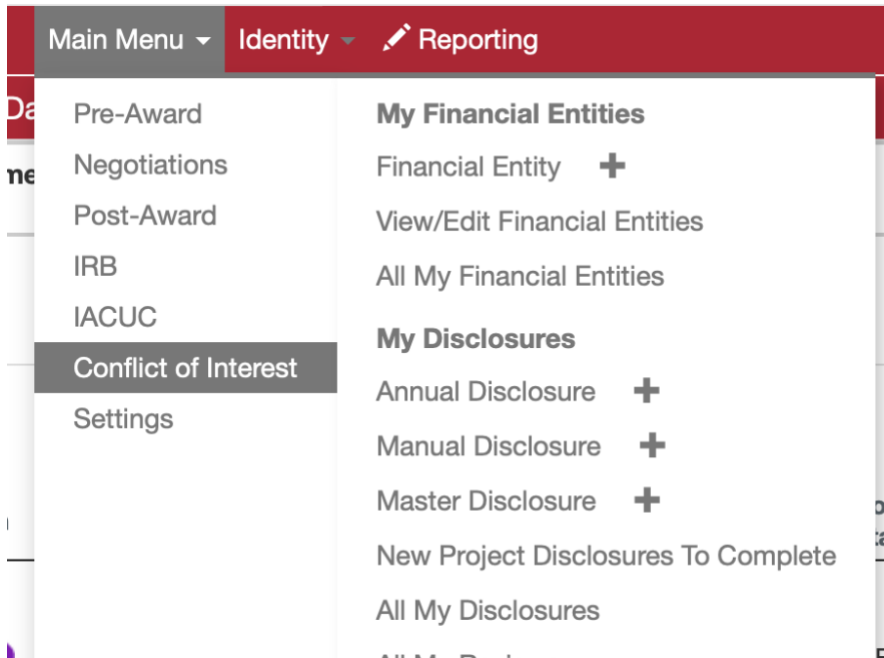


Tip sheet for Project Disclosures

1. Open the menu, select **Conflict of Interest**, and then Select “**New Project Disclosures to Complete**”.



2. A new list will appear listing all your new disclosures (ones that have been started, (saved and not completed will be in your **Action List**).

The screenshot shows a page titled 'New Proposals for Disclosure' with a 'Proposal List' table. The table has the following data:

| Proposal Number | Proposal Title | Sponsor | Start Date | End Date | Reporter | Action |
|---------------------|--|-------------------------------------|------------|------------|----------|----------------------------|
| 151 | 20-1087_Enterobacterial infections as drivers of tauopathies | National Institutes of Health | 2021-04-01 | 2026-03-31 | | Report COI |
| 306 | Draft title Training 08/09/2022 | National Science Foundation | 2023-01-01 | 2024-12-31 | | Report COI |
| 307 | Draft Title | National Science Foundation | 2022-08-09 | 2024-08-09 | | Report COI |
| 312 | great research | National Science Foundation | 2023-01-01 | 2025-12-31 | | Report COI |
| 316 | Use title to send to sponsor | New Mexico Game and Fish Department | 2022-08-11 | 2022-08-31 | | Report COI |
| 317 | Researching the Criminal Code | National Science Foundation | 2022-09-01 | 2024-08-31 | | Report COI |
| 325 | Super Amazing Research to Save the Planet | National Science Foundation | 2023-01-01 | 2024-12-31 | | Report COI |

Below the table, there are four red bars with white text and a right-pointing arrow:

- > New Institutional Proposals for Disclosure (None found)
- > New Awards for Disclosure (None found)
- > New IRB Protocols for Disclosure (None found)
- > New IACUC Protocols for Disclosure (None found)

3. Find the Project for the COI you want to complete and click **“Report COI”** under **Action**.

2. Do you have any agreement regarding additional financial benefits from the research, beyond what is described in previous disclosures, Outside Entities or Family Collaborations, for the UNM research project(s) in which you are involved? [More Information...](#)

Yes No

Action

- [Report COI](#)
- [Report COI](#)
- [Report COI](#)
- [Report COI](#)
- [Report COI](#)
- [Report COI](#)
- [Report COI](#)
- [Report COI](#)

4. If you have partially completed **saved disclosure** you will be able to open it from your **Action List**

| | | | | | | | | Date: 08/11/2022 |
|------------|-----------------------|------------|-------------------|-----------|-------|-----------|--|---------------------|
| COM | 13868 | 1000000111 | KC COI Disclosure | Lobo Lucy | SAVED | Lobo Lucy | | 11:03 AM 08/12/2022 |

12 items found, disclosures 1 to 10

- 5. Click on the **blue number** to open your disclosure
- 6. **NOTE: If you cannot find your project disclosure,** there are likely one of three reasons.
 - a. Project disclosures are triggered by the originating unit's (*i.e.*, OSP or IRB) module when you are added as Key Personnel or other researcher. In order to trigger the Project Disclosure, you must be added as a Streamlyne person and not from the external address book.
 - b. You are on an IRB protocol and the PI has not submitted the protocol yet.
 - c. You completed your project disclosure as part of an annual disclosure.
- 7. At the top of the disclosure, you will see a **Description** box. Please enter name for this disclosure. Chose something meaningful so that you can find this disclosure easily if you need to refer to it again. For the annual disclosure, we suggest "Annual" followed by the date.

Document Overview

* **Description :**

Explanation :

view/edit document overview information

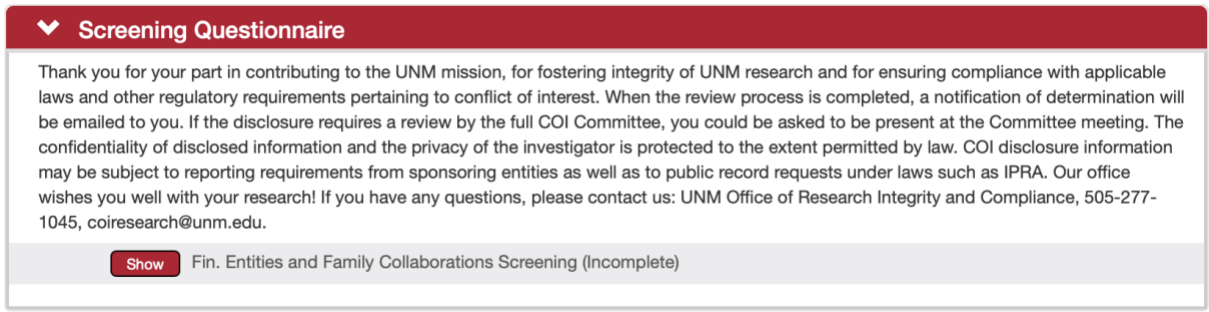
8. Click the ">" next to the **Screening Questionnaire** tab.



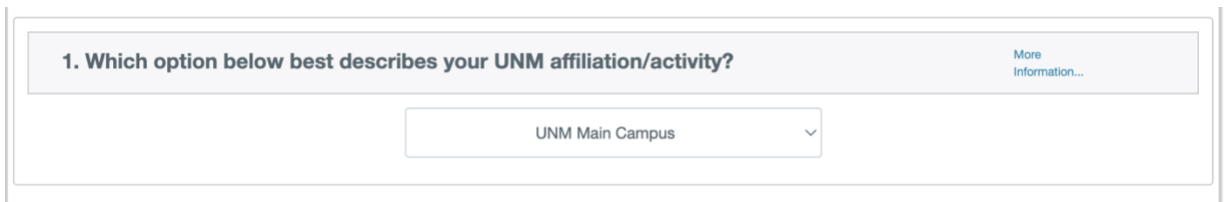
9. Click on **Show**

10. Complete the **Screening Questionnaire**.

a. Click on **Show**



b. **Question 1** asks about your affiliation. Select the proper response from the pull down menu.



c. **Question 2** replaces the series of yes/no questions regarding outside entities from previous versions with boxes to check. If any you have any **NEW** outside entities that you have not previously reported in Streamlyne, select the appropriate box. Other wise select NONE OF THE ABOVE.

2. New Financial Interests. Check all that apply that have not been previously reported. Unless otherwise indicated, this applies to the last 12 months and you, your spouse/domestic partner or dependent child.

[More Information...](#)

If you checked any boxes (other than NONE OF THE ABOVE), please complete an Outside Entity Document.

- 2a. Employed by an outside company (public, private, or non-profit)
- 2b. Received remuneration and/or the value of any equity interest from any foreign or domestic publicly traded company that, when aggregated, is more than \$5,000 AND reasonably appears to be related to your research. Remuneration includes salary and any payment for services not otherwise identified as salary (e.g., consulting fees, honoraria, paid authorship); equity interest includes any stock, stock option, or other ownership interest, as determined through reference to public prices or other reasonable measures of fair market value.
- 2c. Own, have interest, or hold stock in any privately-held US company
- 2d. Own or have interest in a foreign company, whether publicly or privately held
- 2e. Received any other compensation (honoraria, paid authorship) from a non-publicly traded (private or nonprofit) entity
- 2f. Hold intellectual property (IP) rights (e.g. patents, trademarks, royalties, etc.) OTHER than through Rainforest Innovations. NOTE: NSF- funded researchers: this question applies to both the prior and future 12 months.
- 2g. Received venture capital for an outside entity in which you have an ownership interest
- 2h. Established a startup company based on non-UNM IP
- 2i. Received any support to your research program, whether financial or in kind, that requires you to provide your time to an outside entity or their employees under your supervision
- 2j. Received support from an external entity for travel to perform research activities AND that requires you to provide time to the entity. Travel sponsored by the following institutions does NOT need to be reported: U.S. federal, state, or local government agencies; U.S. institution of higher education; or U.S. academic teaching hospital, medical center, or research institute that is affiliated with a U.S. institution of higher education. Similarly, you do not have to include travel that is funded by the your grants.
- 2k. Received startup package(s) from an entity other than UNM
- NONE OF THE ABOVE

d. If you have selected a **new** outside interest, a red button will appear at the bottom of **Question 2** to complete a new outside entity. After the interest is completed, you should be returned to the questionnaire.

i.

- 2k. Received startup package(s) from an entity other than UNM
- NONE OF THE ABOVE

[New Outside Entity or Family Collaboration](#)

e. **Question 3** is a similar selection of possible, reportable, interactions and interests with foreign entities. It works the same way as **Question 2**.

3. New Foreign Entities. Do you, your spouse/domestic partner have any of the following situations that have not been previously reported. Unless otherwise indicated, this applies to the last 12 months and you, your spouse/domestic partner or dependent child. [More Information...](#)

If you checked any boxes (other than NONE OF THE ABOVE), please complete an Outside Entity Document.

- 3a. Participated in a foreign talent recruitment program
- 3b. Received, applied for or plan to apply for grant funding from a foreign country of concern (Federal guidelines state that these are People's Republic of China, the Democratic People's Republic of Korea [North Korea], the Russian Federation, the Islamic Republic of Iran, or any other country determined to be a country of concern by the Department of State)
- 3c. Had travel paid all or in part by any foreign company, government (including state, provincial, local, or equivalents), institution of higher learning, or research institution
- 3d. Participated in a foreign collaboration in which unpublished data collected under a United States Federal Grant or Contract will be shared
- 3e. Hosted guest personnel from a foreign government, institution, or company
- 3f. Engage in material transfer (including computer code or equipment) to or from a foreign entity
- 3g. Hold an honorary appointment with any institution of higher learning or research institute in a foreign country
- 3h. Receive income from seminars, lectures, teaching engagements, or income from service on advisory committees or review panel received from any foreign entity, including foreign Institutions of higher education or foreign governments (including local, provincial, or equivalent governments)
- 3i. Received gifts, awards, or other remuneration from an entity in a foreign country
- 3j. Filed patents in a foreign country of concern prior to filing in US
- 3k. Associate with any other foreign entity that may lead to a foreign government or entity obtaining U.S.-sponsored data or UNM intellectual property
- NONE OF THE ABOVE

f. **Question 4** asks about any new **Family Collaborations**.

4. Do you have any new, not previously reported, collaborations with your spouse/domestic partner or dependent child?

Yes No

11. **SAVE** using the red **Save** button at the bottom of the disclosure



12. Click on the ">" next to the **Questionnaire** to reveal the **COI Project Disclosure**



13. Click **Show**

14. 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

15. 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. **If you do not have PHS or DOE funding, answer “No” and SAVE the disclosure.**

4. Is this project funded by PHS/NIH or DOE? [More Information...](#)

Yes No

4a. During the preceding 12 months, or in the next 12 months, have you been/ will you be reimbursed, compensated, or sponsored for travel (foreign and domestic) related to your UNM Institutional Responsibilities? Dependent children must be disclosed if the travel is related to the investigator's UNM Institutional Responsibilities. [More Information...](#)

Yes No

5. Is this project funded by DOE or the National labs? (Does not apply to projects funded by The Office of Indian Energy or to Phase I SBIR/STTR grants). [More Information...](#)

Yes No

16. Question 4a asks about any travel you have undertaken related to your UNM responsibilities or reimbursed for related to your UNM responsibilities. Note: Note: Travel sponsored by the following institutions does NOT need to be reported: U.S. federal, state, or local government agencies; U.S. institution of higher education; or U.S. academic teaching hospital, medical center, or research institute that is affiliated with a U.S. institution of higher education. If you answer “Yes” a dynamic table will open for you to complete:

4a-1. Please complete the table below. [More Information...](#)

| Action | Traveler | Destination | Dates | Purpose of travel | Sponsor of travel |
|---|----------|-------------|-------|-------------------|-------------------|
| <input style="background-color: red; color: white; border: none; padding: 2px 5px;" type="button" value="+"/> | | | | | |

17. To add a new Travel Event, click on the red “+” and complete the row. Add a new row for each travel event and/or each traveler. NOTE: This table is long and you will need to scroll right to complete it.

| Traveler | Destination | Dates | Purpose of travel |
|--|-------------------------------------|--|---|
| <input type="text" value="Lobo Lucy"/> | <input type="text" value="Berlin"/> | <input type="text" value="12 July 2022-20 July 2022"/> | <input type="text" value="To present research findings on hold waste metabolites at International Society of Bioenergy"/> |
| <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |

18. **SAVE**

19. Question 5 asks if your funding is through the Department of Energy (DOE), which requires a specific, two-part, certification.

5. Is this project funded by DOE or the National labs? (Does not apply to projects funded by The Office of Indian Energy or to Phase I SBIR/STTR grants). [More Information...](#)

Yes No

20. Upon answering “Yes” to Question 5, the certification will appear.

By checking yes, I certify that I understand that this Disclosure is required to obtain funding from the U.S. Government. I, [Full Name and Title], certify to the best of my knowledge and belief that the information contained in this Disclosure Statement is true, complete, and accurate. I understand that any false, fictitious, or fraudulent information, misrepresentations, half-truths, or omissions of any material fact, may subject me to criminal, civil or administrative penalties for fraud, false statements, false claims, or otherwise. (18 U.S.C. 1001 and 287, and 31 U.S.C. 3729-3730 and 3801-3812). I further understand and agree that (1) the statements and representations made herein are material to U.S. Government's funding decision, and (2) I have a responsibility to update the disclosures during the period of performance of the award should circumstances change which impact the responses provided above. More Information...

Yes No

Please type name and academic title More Information...

Lucy Lobo, Professor 20 of 100

21. Certify the question by checking “Yes” and entering your name and academic title in the box. Failure to do so will result in your disclosure being returned to you.

22. **SAVE**

23. Complete the Project & Outside Entities or Family Collaborations Tab.

a. Your Outside Entities and Family Collaborations will be listed next to a drop-down menu.

| | | | |
|----------------------|--|-------------------------|-------------------------------------|
| 1 | View Entity Edit History | International Bioenergy | <input type="text" value="select"/> |
| Comments | | | |
| <input type="text"/> | | | |
| 2 | View Entity Edit History | Lobo Corp | <input type="text" value="select"/> |
| Comments | | | |
| <input type="text"/> | | | |
| 3 | View Entity Edit History | Lobo Louie | <input type="text" value="select"/> |
| Comments | | | |
| <input type="text"/> | | | |
| 4 | View Entity Edit History | LoboBiome | <input type="text" value="select"/> |
| Comments | | | |
| <input type="text"/> | | | |

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

International Bioenergy

Lobo Corp

- select
- No Known Relationship
- Potential Relationship
- Relationship Identified

c. Complete this for each Entity or Collaboration.

24. **SAVE**

25. Certify by opening the Certification Panel, 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.

| | | | |
|------------------|--------------------|---------------------------------------|--------------------------------------|
| <u>Lobo Lucy</u> | <u>N/A</u> | <input type="button" value="Submit"/> | <input type="button" value="Print"/> |
| Reporter | Certification Date | | |

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

26. If you have not completed the disclosure correctly, you will receive an error. The following are the most common errors in a **Project Disclosure**.
- You answered “**Yes**” to a question but did not complete the follow up question(s) or travel table.
 - You did not provide a relationship between an **Outside Entity or Family Collaboration** and your project.
 - Since the last time you worked on the disclosure, you have entered a new **Outside Entity or Family Collaboration**.