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.
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.
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.

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

   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.
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.

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.

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.

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

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.

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.

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
i. Click Show

ii. Complete questions 1-3 in the project disclosure

<table>
<thead>
<tr>
<th>Question</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Please provide a brief, non-technical description of this project or protocol and indicate your role on it.</td>
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- 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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<th>Question</th>
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<td>2.</td>
<td>Does this research involve Animal (non human) subjects?</td>
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- Yes
- No

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<tr>
<td>3.</td>
<td>Does the research involve human subjects or identifiable private data?</td>
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- 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.
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.

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.