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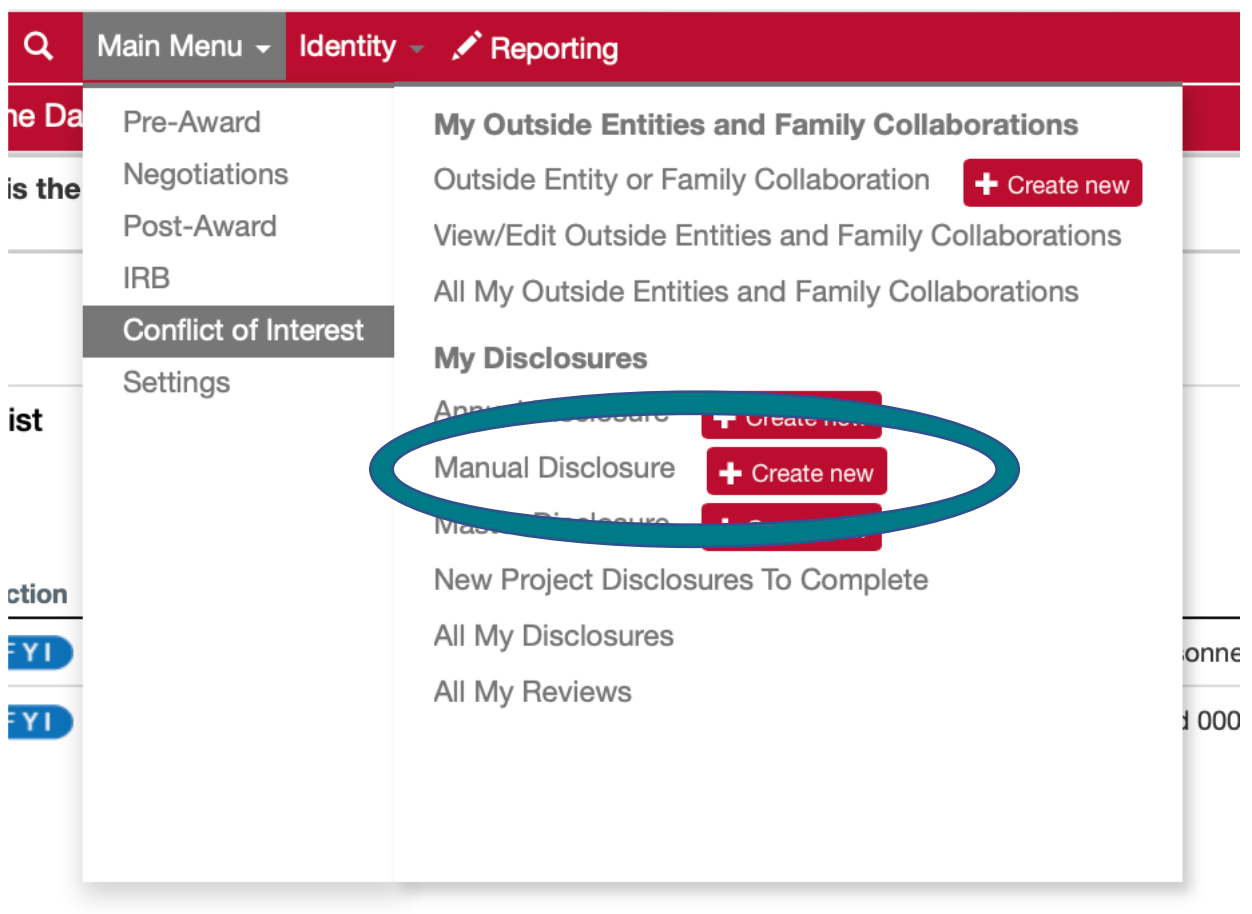
2. Under Document Overview give the disclosure a name. Doing so will make it easier to find if you need to. Ignore the Organization Document Number.

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.
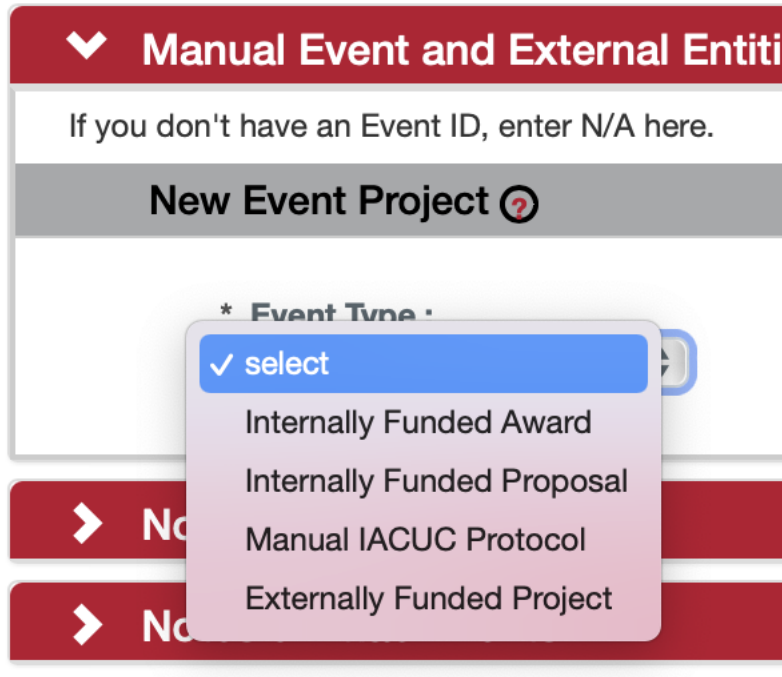
   b. Select from among the following choices:
      i. Internally Funded Award: For RAC, WeR1 Surf and other internally funded awards that require a proposal. Because they don't go through OSP we don't know when an award has been made.
      ii. Internally Funded Proposal: For RAC, WeR1 Surf and other 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 Disclsores 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.

> 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.
>
> [   ]
> 0 of 5000

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.
>
> [   ]
> 0 of 5000

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

Send Notification **Save** **Reload** **Close** **Cancel**

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.

1. Sponsor Name

RAC
3 of 30

2. Title of Project

Effect of High Altitude on The Nasal Microbiomes of Canis lupus baleyi
70 of 200

3. Name of PI

Lobo Lucy
9 of 50

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

1. Sponsor Name

RAC
3 of 30

2. Title of Project

Effect of High Altitude on Nasal Microbiomes of Canis lupis Bailey
68 of 100

3. Name of PI

Lobo Lucy
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.
>
> 133 of 50000

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
>
> 70 of 100

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 micriobiomes.
>
> 220 of 5000

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

    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.