Tip Sheet for IRB Disclosures
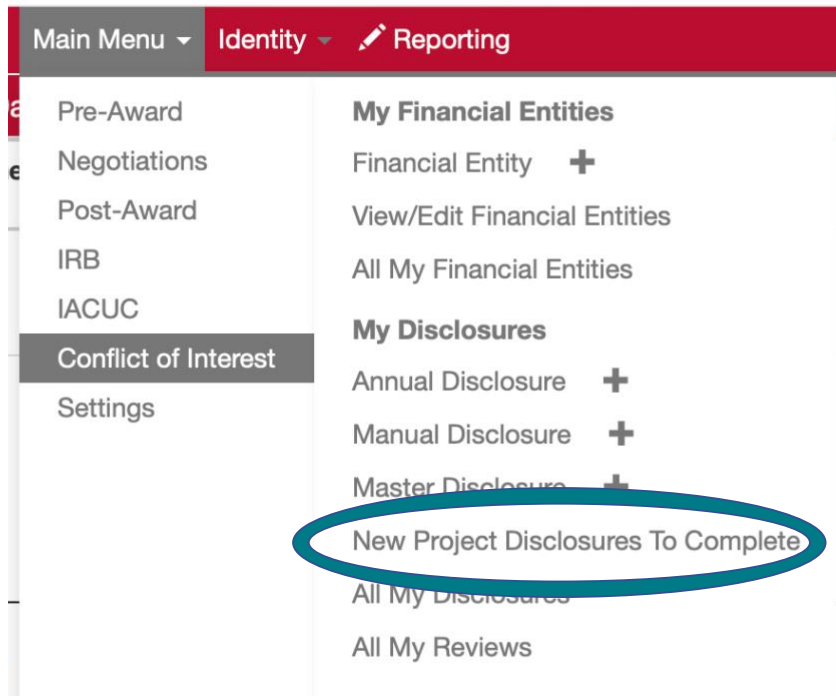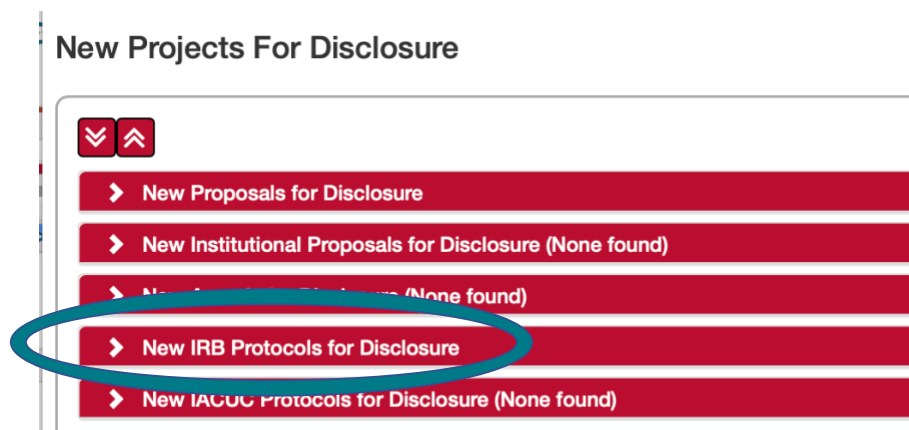
1. Open the menu, select Conflict of Interest, and then select New Project Disclosures to Complete.

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). Locate New IRB Protocols for Disclosure and click the > next to New IRB Protocols for Disclosure.

3. You will then see a list of all the IRB Protocols you have to report on. Lucy Lobo has quite a few!

IRB Protocol Number	IRB Protocol Title	IRB Protocol Type	Reporter	Action
2208005369	Super amazing research to save the planet	Standard		Report COI
2208005376	Biology Test Proposal	Standard		Report COI
2208005379	great research	Standard		Report COI
2209005612	temporary	1-Minimal Risk		Report COI
2209005619	test 090722	Standard		Report COI
2209005626	test 090722	1-Minimal Risk		Report COI

4. Identify the disclosures you want to work on and click on Report COI under Action on the far-right side of the screen.

Action

Report COI

Report COI

Report COI

Report COI

Report COI

Report COI

Report COI
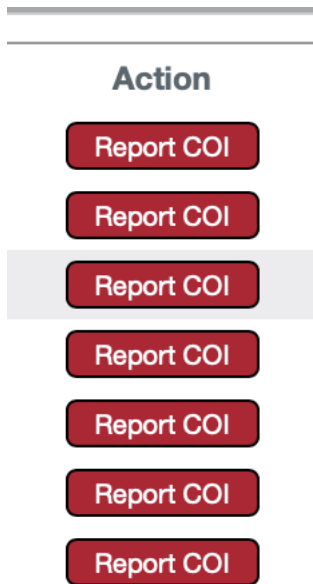
5. If you have partially completed saved disclosure, you will be able to open it from your Action List.

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

Date: 08/31/2022,

13 items found, displaying 1 to 10.

6. Enter a title in the Description panel. This will help you find your disclosure later if you need to. You can ignore the Organization Document Number.
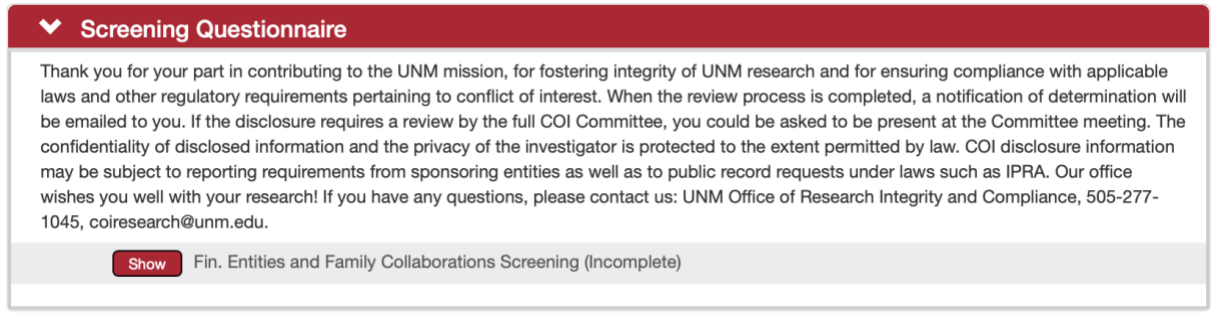
❯ Document Overview

* Description : Super Awesome Project

Organization Document Number :

7. Click the **>** next to the Screening Questionnaire tab.

> **Screening Questionnaire**

8. Click on Show.

✔ Screening Questionnaire

Thank you for your part in contributing to the UNM mission, for fostering integrity of UNM research and for ensuring compliance with applicable laws and other regulatory requirements pertaining to conflict of interest. When the review process is completed, a notification of determination will be emailed to you. If the disclosure requires a review by the full COI Committee, you could be asked to be present at the Committee meeting. The confidentiality of disclosed information and the privacy of the investigator is protected to the extent permitted by law. COI disclosure information may be subject to reporting requirements from sponsoring entities as well as to public record requests under laws such as IPRA. Our office wishes you well with your research! If you have any questions, please contact us: UNM Office of Research Integrity and Compliance, 505-277-1045, coiresearch@unm.edu.

Show   Fin. Entities and Family Collaborations Screening (Incomplete)
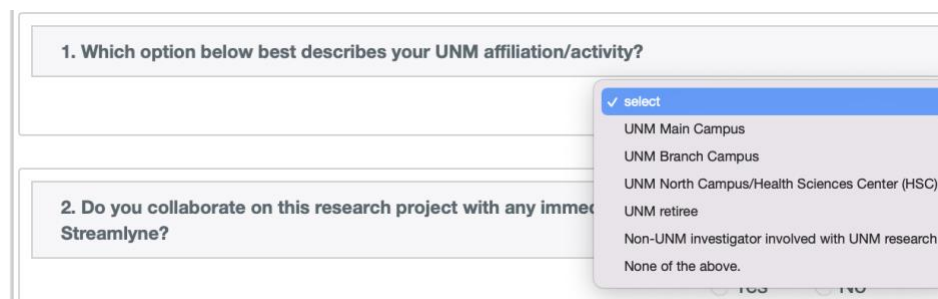
9. All disclosures will require you to complete the Screening Questionnaire. This questionnaire asks about any Outside Entities or Family Collaborations that apply to your particular Award/Proposal/Protocol.

    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 researc completed, a notification of determination will be emailed to you. If the disclosure requires a revie 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 Integrit

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?

✓ 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.

2. Do you collaborate on this research project with any immed Streamlyne?

    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

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

11. Click on the ">" next to the Questionnaire to reveal the IRB Protocol Disclosure.
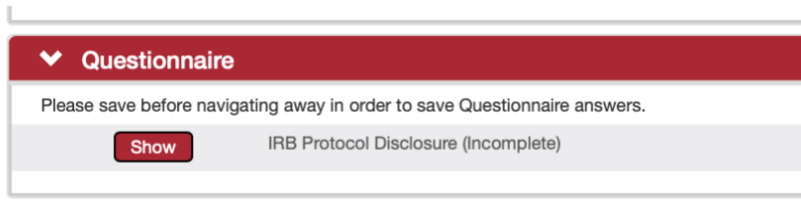
12. Click Show.

13. Complete the two questions in this questionnaire.

14. **SAVE.**

15. Click on the > next to the Project & Outside Entities or Family Collaborations Panel.
    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.

16. **SAVE**.

17. Certify by opening the Certification tab, checking the box and clicking Submit.

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

18. If you have not completed the disclosure correctly, you will receive an error. The following are the most common errors in an IRB Protocol 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.