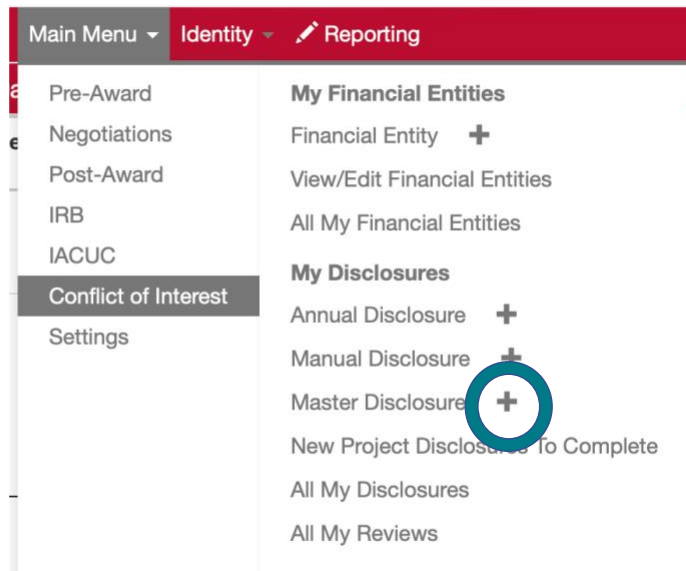


## Tip Sheet: Manual Disclosures

**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 animal subject (IACUC) research.

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**.

A screenshot of a 'Document Overview' form. The form has a red header bar with a white downward arrow and the text 'Document Overview'. Below the header, there are two input fields. The first is labeled '\* Description :' and contains the text 'High Altitude Nasal Microbiome' followed by a yellow pushpin icon. The second is labeled 'Organization Document Number :' and is an empty text box.

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.

Manual Event and External Entities

If you don't have an Event ID, enter N/A here.

New Event Project ?

\* Event Type :

- select
- Internally Funded Award
- Internally Funded Proposal
- Unfunded projects (IACUC/IRB)

> Notification

> Notes & Attachments

- b. Select from among the following choices:
- Internally Funded Proposal and/or Award:** For RAC, WeR1, Surf and other internally funded awards that require a proposal.
  - Unfunded IACUC:** For IACUC projects/protocols that do not have funding through OSP.
  - Unfunded IRB:** For IRB projects/protocols that do not have funding through OSP. Since IRB is being administered through Streamlyne IRB module, the unfunded IRB protocols will have separate disclosures under project disclosures. See Tip Sheet called: [How to Complete an IRB Disclosure](#).
- 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 under **Event Title**. Click **Add**.

Manual Event and External Entities

If you don't have an Event ID, enter N/A here.

New Event Project ?

\* Event Type :

Internally Funded Award

\* Event ID:

N/A

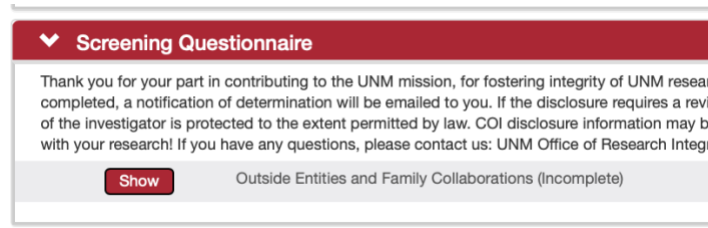
\* Event Title:

Effect of High Altitude (>3000 m) on the nasal biofilms of Canis lupus baileyi

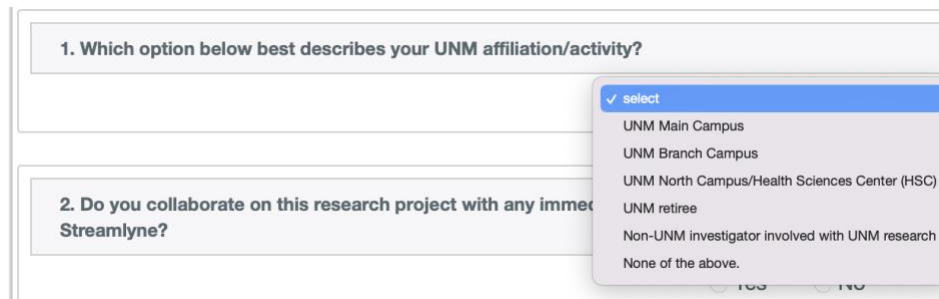
Add

4. You will then be taken to the correct type of questionnaires for the selected type of **Manual Disclosure**.

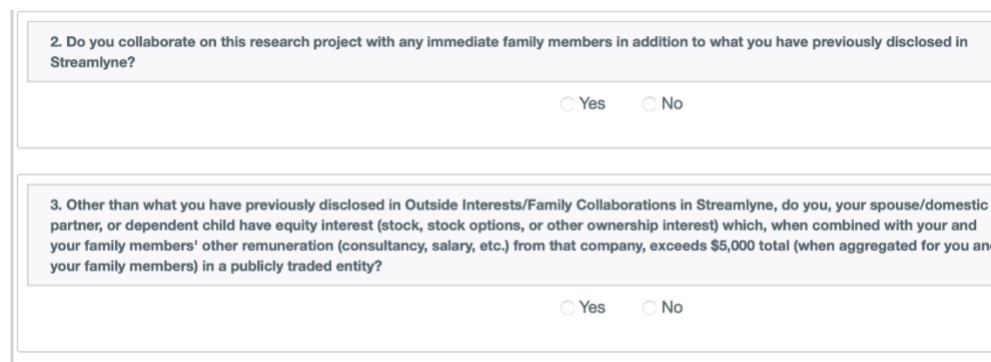
5. All disclosures will require you to complete the **Screening Questionnaire**. This questionnaire asks about any financial entities that apply to your particular Award/Proposal/Protocol.
  - a. Access this questionnaire by clicking **Show** next to **Outside Entities and Family Collaborations**.



- 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.

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

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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.

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- 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

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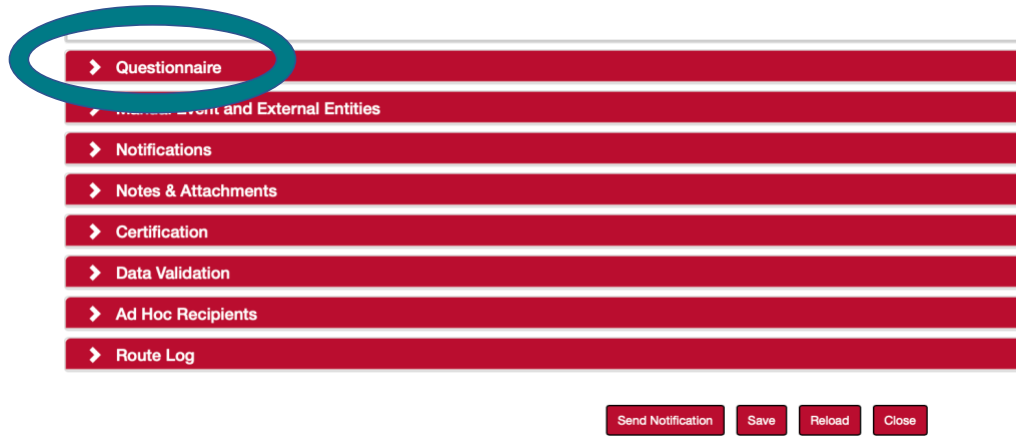
9a. Describe the/se agreement(s). Descriptions need to be sufficient in nature for the COI Committee to determine whether there is a relatedness to or overlap with the UNM research and whether any potential or actual conflict(s) of interest in research may exist. Separately list foreign agreements under a sub-heading, "Foreign Agreement". Identify the relevant country.

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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.
- 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**.


A screenshot of a questionnaire form. It consists of three sections, each with a title bar and a text input field. Section 1: '1. Sponsor Name' with input 'RAC' and '3 of 30' characters. Section 2: '2. Title of Project' with input 'Effect of High Altitude on The Nasal Microbiomes of Canis lupus baleyi' and '70 of 200' characters. Section 3: '3. Name of PI' with input 'Lobo Lucy' and '9 of 50' characters.

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

A screenshot of a questionnaire form, similar to the one above but for 'Internally Funded Projects'. It consists of three sections, each with a title bar and a text input field. Section 1: '1. Sponsor Name' with input 'RAC' and '3 of 30' characters. Section 2: '2. Title of Project' with input 'Effect of High Altitude on Nasal Microbiomes of Canis lupus Bailey' and '68 of 100' characters. Section 3: '3. Name of PI' with input 'Lobo Lucy' and '9 of 50' characters.

- d. For both **Internally Funded Awards** and **Projects**, the **Questionnaire** will ask for information regarding your role and whether vertebrate animal or human subjects will be the subject of your study. Note: the numbers will be different between the Internally-funded 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. 

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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 microbiomes. 

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5. Does the research involve human subjects or identifiable private data?

Yes  No

8. **SAVE**

9. 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.

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

- 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.

10. **SAVE.**

11. Certify by opening the **Certification** tab, 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.**

12. If you have not completed the disclosure correctly, you will receive an error. The following are the most common errors in a **Manual Disclosure**.
- 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**.