

Tip Sheet: 2022-2023 Disclosure Year Instructions.

Streamlyne® is an enterprise-level research administration platform that has been chosen by UNM Main and Branch Campuses to integrate proposal development, award management, and certain research compliance (Conflict of Interest, Institutional Review Board, and Export Control) processes. This means smoother communication between different research administration offices and functions as well as only one system for researchers to navigate.

The COI reporting process in Streamlyne® will be somewhat different to what you are used to. The first major difference is that COI reporting is based on project disclosures completed at the time of project proposal development, at the time of award, or when submitting an IRB or IACUC protocol. These disclosures will then feed into a yearly Annual Disclosure, during which time you will answer a few more questions, and confirm the relationships of your project to outside interests, which in Streamlyne® are called **Outside Entities and Family Collaborations**.

For the first/initial year, however, you will not have had any data on projects in Streamlyne® that can populate your Annual Disclosure. For 2022-2023, information on your current projects will be imported as “legacy data” from your Cayuse records. When completing your **Annual Disclosure**, you will be able to relate these **Projects** to your **Outside Entities and Family Collaborations**.

In order for you to access the projects from the legacy data properly, you have to enter your disclosures in the proper order. Otherwise, you will have to do significant extra work. ***For this initial year only, complete your Annual Disclosure before entering any Project Disclosures.*** If you will be reporting an outside interest, potential COI, please complete an **[Outside Entity](#)** or **[Family Collaboration](#)** first!

To enter your **Annual Disclosure**

1. Go to: research.unm.streamlyne.org.
2. Select University of New Mexico User Login.



Welcome to Streamlyne. Please select your log-in method.

University of New Mexico User Login

Login For Other Users

3. Use your **full email address** and UNM password to log in.



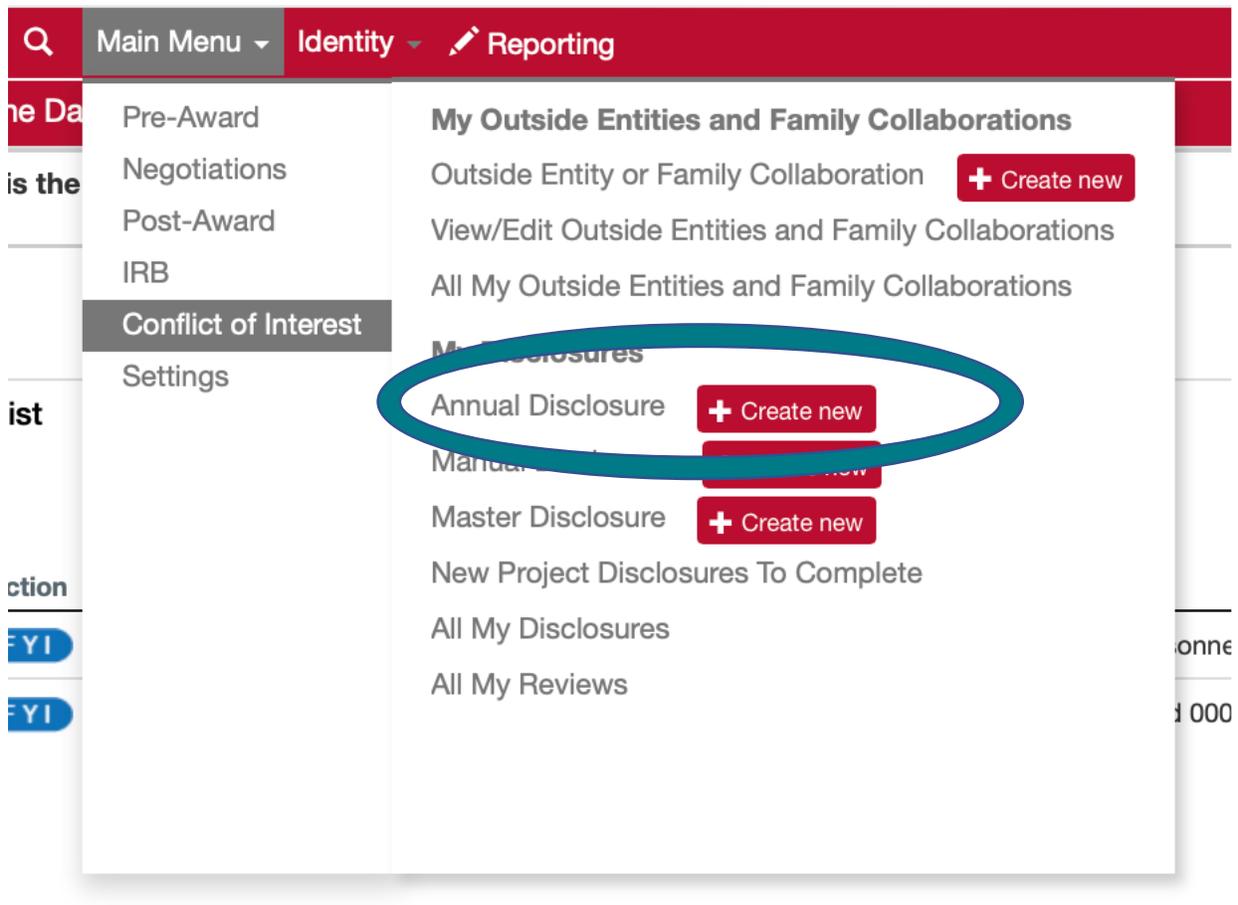
Welcome to Streamlyne. Please enter your username and password to login.

Username

Password

[Forgot Password?](#) [Login](#)

4. From **Main Menu**, located at the top of the page, click on the **Create New Button** next to the **Annual Disclosure**.



5. The first panel is the **Document Overview**. In the **Description** box, enter a title for this disclosure. We recommend "2022-2023 Annual Disclosure". This will make it easier for you to find this disclosure should you need to refer to it.

6. A screenshot of the 'Document Overview' form. The form has a dark red header with a dropdown arrow and the text 'Document Overview'. Below the header, there is a field labeled '* Description :'. The text '2022-2023 Annual Disclosure' is entered into this field. To the right of the text is a yellow pencil icon.

7. Your demographic information is already associated with your record.

▼ Reporter

Contact Information ⓘ

Full Name : Lobo Lucy	User Name : lobolucy@unm.edu
Email Address : lobolucy@unm.edu	Office Phone : 505-433-1829
Primary Title :	Directory Title (S2S) : Professor
Home Unit : 045A	School :
Affiliation Type : Faculty	Campus Code : AB - Albuquerque
Employee Status : Active	Employee Type : Exempt Staff
NSF ID :	CITI User Name :
eRA Commons User Name :	Fax :
Pager :	Mobile :
Office Location :	Secondary Office Location :
Address Line 1 : 1 University of New Mexico	Address Line 2 :
Address Line 3 :	City : Albuquerque
County :	State : NEW MEXICO
Postal Code : 87131-0001	Country : United States

You are now ready to start your disclosure.

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



9. 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)

10. Complete the **Screening Questionnaire** which will appear immediately below the **Screening instructions**.

All disclosures will require you to complete the **Screening Questionnaire**. This questionnaire asks about any outside entities and family collaborations that apply to your UNM research. You will notice that if you answer affirmatively to any of these questions, you will be asked to add an **Outside Entity** or **Family Collaboration**. You will do that below in the **Disclosed Projects** panel (step 15).

- 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 research completed, a notification of determination will be emailed to you. If the disclosure requires a review 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 Integrity

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?

- 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 immediate family members in addition to what you have previously disclosed in 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.

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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

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



12. Click on the **>** next to the **Questionnaire** tab.



13. Click on **Show** to complete the **COI Annual Disclosure**. **ORIC Note: Streamlyne®** does recognize certain diacritical characters (e.g., ó, é, ñ, ç) colons, semicolons and extra spaces. When entering text into boxes, if you an red/orange highlight: **piñon**, around the text, change the text.



14. Complete the **Annual Questionnaire**.

- a. **Question 1** asks whether you conduct research at UNM. This determines if you have to complete the rest of the questionnaire/disclosure. **Note:** You should not say “No” if you have anything listed in your “**Projects to Review**” panel.

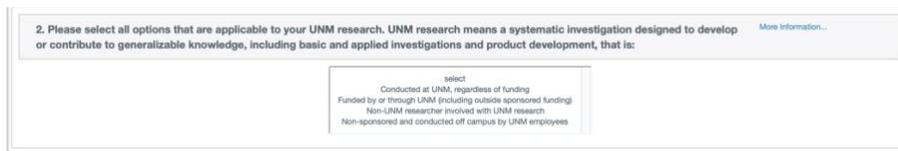


1. Are you engaged in UNM research? [More information...](#)

Yes No

- i. If you say “Yes” you will be directed to the rest of this disclosure.
- ii. If you say “No” you will be directed toward a second question that asks you to confirm that you are not doing research at UNM and you have no projects through OSP.
 1. Checking “Yes” here will provide a direction to certify the disclosure as you do not have any projects to disclose.
 2. Checking “No” will open the rest of the **Questionnaire** so that you may continue.

- b. If you answered “Yes” to **Question 1**, **Question 2** asks about your UNM Research. You can select more than one answer by holding down the shift or control keys while selecting the most appropriate role.



2. Please select all options that are applicable to your UNM research. UNM research means a systematic investigation designed to develop or contribute to generalizable knowledge, including basic and applied investigations and product development, that is: [More information...](#)

select
Conducted at UNM, regardless of funding
Funded by or through UNM (including outside sponsored funding)
Non-UNM researcher involved with UNM research
Non-sponsored and conducted off campus by UNM employees

- c. **Question 3** asks about you to provide a general description of your research. Please provide a general, non-technical, description that is specific enough for the COI Office/COI Committee to be able to assess the relationship between your research and any outside interests.



3. Provide a general description of the subject area and focus of your research activity. [More information...](#)

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- d. **Question 4** asks about any unpaid outside relationships you may have that is relevant to your research or institutional responsibilities. Sometimes people forget about these because they are non-pecuniary activities, so we need to remind you to include them.

4. Are there outside activities (volunteering, unpaid panel/board service, etc.) in addition to those you disclosed in the Outside Interests/Family Collaborations panel, that could appear to cause a potential or actual conflict with your UNM research or raise questions about your professional commitments to UNM?

Yes No

- e. **Question 5** asks whether you have disclosed all your outside interests and relationships relevant to your Research in the **Disclosed Projects** panel. (You might want to **SAVE** before you check this out.

5. Do the relationships in the Outside Interest/Family Collaborations Panel represent all relationships that you, your spouse, or dependent child have had with any entity in which you may have had a potential Significant Financial Interest related to your Institutional Responsibilities during the past year?

[More Information...](#)

Yes No

15. Click on the **>** next to **Disclosed Projects**

Note: If you have no research projects disclosed, there will be nothing in this panel.

> Disclosed Projects

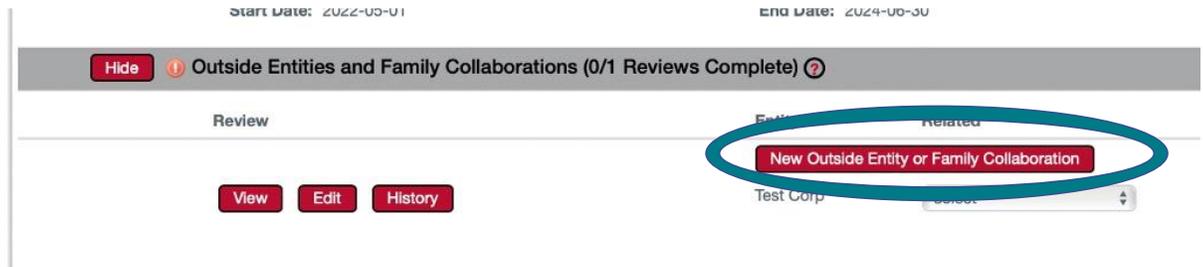
16. If you have legacy data imported into in Streamlyne®, you will see all your projects listed.

The screenshot displays the 'Projects to Disclose' section of a web application. It features a table with columns for Event, Project Id, Project Title, Disposition Status, and Disclosure Status. Two project entries are visible:

- Project 1:** Proposal Number: 251, Disposition: In progress, Proposal Title: Sustainable Systems (test session), Start Date: 2022-07-01, End Date: 2023-06-30, Sponsor: National Institutes of Health, PI Name: Heather Himmelberger.
- Project 2:** Proposal Number: 38, Disposition: In progress, Proposal Title: Testing: Tim Wester's Cool Proposal to NIH, Start Date: 2022-05-01, End Date: 2024-06-30, Sponsor: National Institutes of Health, PI Name: Timothy A Wester.

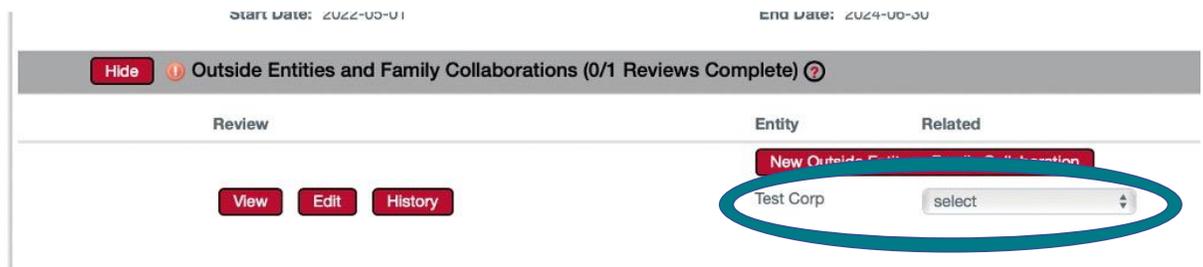
Each project entry includes a 'Hide' button, a 'Review' section with 'View', 'Edit', and 'History' buttons, and an 'Outside Entities and Family Collaborations' section with a 'New Outside Entity or Family Collaboration' button and a dropdown menu for 'Test Corp'.

17. You will also have an opportunity to add any **Outside Entities and Family Collaborations** by clicking on the box. **SAVE** before you click on this box



18. You will be taken to enter a new **Outside Entity or Family Collaboration**. Information on how to do this can be found on the Tip Sheets called **How to Enter a Family Collaboration** and **How to Enter an Outside Entity**. You will need to complete a new document for each outside interest, but these will carry over to all your disclosures for as long as they are active.

19. Once you have completed all your **Entities/Collaborations**, it is time to associate them with your projects. You will see a pulldown menu with the name of each **Outside Entity or Family Collaboration** under each project. In this case the reporter only has one such **Entity** called "Test Corp".



20. You will need to associate Test Corp with **each** project. To do so, under the project, use the pulldown menu next to it.

Entity	Related
New Outside Entity or Family Collaboration	
Test Corp	<input checked="" type="checkbox"/> select <input type="checkbox"/> No Known Relationship <input type="checkbox"/> Potential Relationship <input type="checkbox"/> Relationship Identified
ster's Cool Proposal to NIH	

If you do not know of any relationship between the entity/collaboration, select “**No Known Relationship**”. If you know there is a relationship select, “**Relationship Identified**”. If you are not sure, select “**Potential Relationship**”. If you do not have any Entities/Relationships there will be nothing listed and you can move on.

21. **SAVE.**

22. **ORIC NOTE:** We realize that the Cayuse legacy data may not contain all your projects, and doesn't include unfunded projects that are not related to IRB or IACUS. If you want to include information on those projects, please do the following:

a. Open the **Notes** panel

b. You can enter the information on these projects as a note. Be sure to click **Add** when you are done:

c. You can type the information as a Word document and upload it in the **Attachments** section. Once again, you will need to **Add** it for your upload to complete:

* Attachment Type : Other

Contact Name :

Project : Select

Uploaded By :

Posted Timestamp :

Email :

Phone :

Comments :

* Description : This is a document containing my unfunded/unlisted projects and their relationships to my outside entities

* File Name : Unfunded Projects

23. **SAVE.**

24. Complete the **Certification** by clicking on the box and clicking **Submit**.

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.

Lobo Lucy N/A

Reporter Certification Date

25. If there are no errors you will see this screen and then will be returned to your disclosure.
Holding Page

The document is being processed.
You will be returned to the document once processing is complete.
You can also return to the Action List by clicking below.

If there are errors you will be returned to your disclosure with the following message at the top. You will need to fix the error before you can submit your disclosure.

Errors found in this Section:

- Validation errors exist. Please correct these errors prior to submitting to workflow routing.



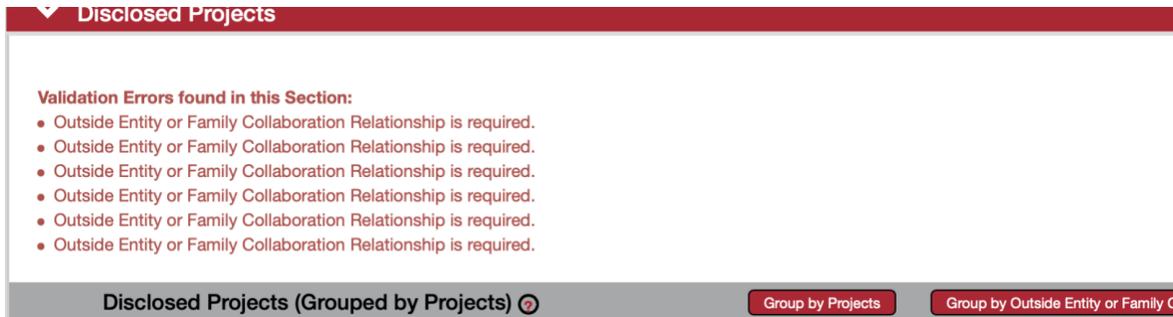
1 error(s) found on page.

• Document was successfully saved.

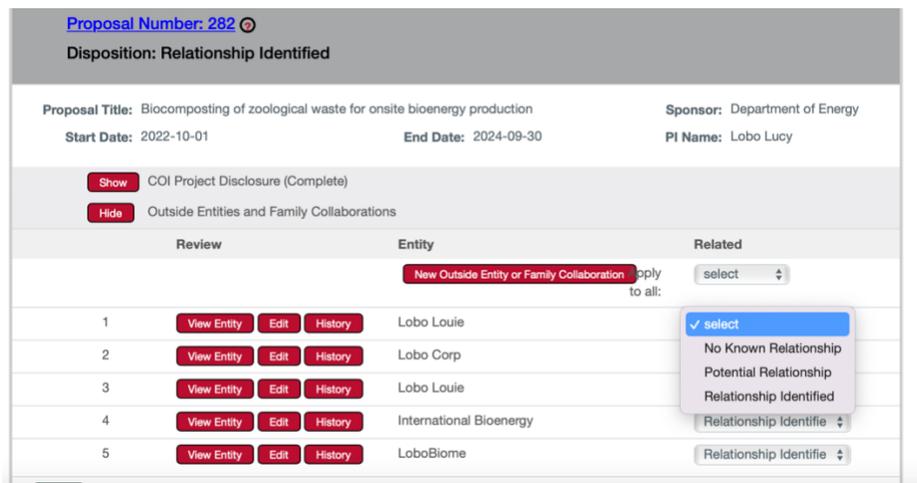
26. **Errors.**

The **Annual Disclosure** is complex, and errors are possible, especially for first time users. Here are the types of errors that are most common. If you go to “**Data Validation**” on the front of the disclosure, it will tell you what is in error and you might be able to fix it by clicking **Fix**. If clicking **Fix** does not take you to the error, here is a list of the most common errors in the **Annual Disclosure**.

- A. You have added a new **Outside Entity or Family Collaboration** and not associated it with all your projects.



- a. Open the **Disclosed projects** tab and select “**Show**” next to “**Outside Interests and Family Collaborations**” for each **Project**.



- b. Select the relationship for the new entity on each project.
 c. **Hint** - the number of times this error is repeated is the number of **Projects** that need updating.

- B. You have not completed either the **Screening Questionnaire** or the **Annual Disclosure Questionnaire**.

C.

▼ Questionnaire

Validation Errors found in this Section:

- COI Annual Disclosure is a mandatory questionnaire and is not complete.

▼ Screening Questionnaire

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Validation Errors found in this Section:

- Financial Entities Screening is a mandatory questionnaire and is not complete.

Hide Financial Entities Screening (Incomplete)

To fix these, complete the questionnaires referenced in the error message/s.