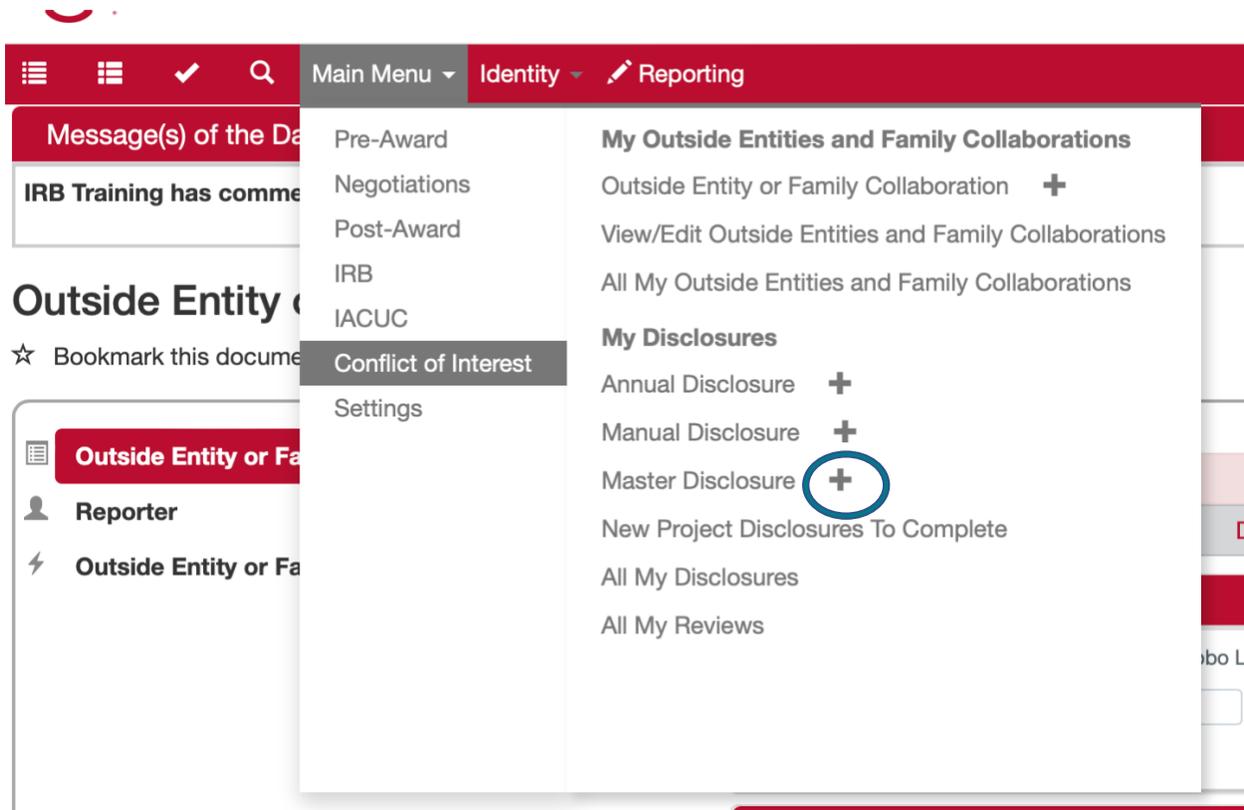


## Tip Sheet: How to Complete a Master Disclosure

The **Master Disclosure** is used to report **Outside Entity and Family Collaboration** changes to a previously reported **Project, Manual, or Annual Disclosure**. It also contains information from every disclosure you have submitted.

1. The **Master Disclosure** is accessed from the **Main Menu** by clicking on the “+” next to **Master Disclosure** under **Conflict of Interest**.



2. Enter a **Description** in **Document Overview**.

Document Overview

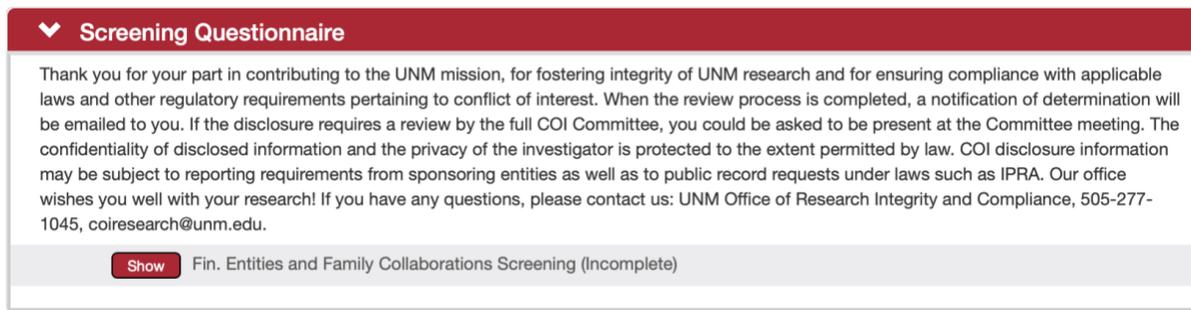
\* **Description :**  

**Organization Document Number :**

3. Click the “>” next to the **Screening Questionnaire** panel.



4. Click on **Show**.



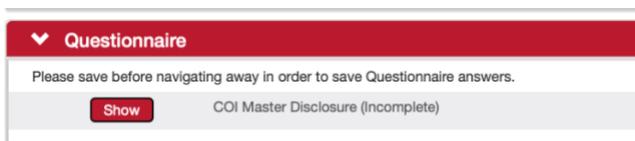
5. Complete the **Screening Questionnaire**.
6. **SAVE** using the red **Save** button at the bottom of the disclosure.



7. Click on the “>” next to **Questionnaire** to open the **COI Master Disclosure**.



8. Click on “**Show**” to start the **COI Master Disclosure**.



- a. **Question 1** asks information about what changes you are making. It is a series of yes/no questions that may ask for more information if you respond affirmatively.
- b. **Question 2** asks about any outside agreements you have beyond what you have previously disclosed.

2. Do you have any agreement regarding additional financial benefits from the research, beyond what is described in previous disclosures, Outside Entities or Family Collaborations, for the UNM research project(s) in which you are involved?

Yes  No

- c. Question 3 asks you to complete and review all entries in the **Disclosed Projects** panel below and then check “Yes”. Because this requires you opening another panel, be sure to **SAVE** first.
  - d. Question 4 asks you if there is any additional information you would like to provide to the COI Committee. If you do not have any, type “N/A”
9. Click the “>” next to the **Disclosed Projects** panel to open it.



10. All of your Disclosed Projects (Proposals and Awards) will display.

Disclosed Projects					
Disclosed Projects (Grouped by Projects) ⌵				Group by Projects	Group by Outside Entity or Family Collaboration
	Event	Project Id	Project Title	Disposition Status	Disclosure Status
Show	Proposal	282	Biocomposting of zoological waste for onsite bioenergy production	Reviewer Identified Conflict	Approved
Show	Proposal	276	Comparing the microbiomes of Grey Wolves fed popcorn vs hotdogs.	Conflict Managed	Approved
Show	Proposal	288	Effect of High Altitude Flight on Microbiomes of Canis Lupus	Potential Relationship	Approved
Show	Proposal	281	Relationship of Captivity State and Microbiome on Pelt Glosiness in Canis lupus baileyi	Conflict Managed	Approved
Show	Proposal	279	Test of RAN proposal	Conflict Managed	Approved
Show	Manual IACUC Protocol	12356	Relationship between Gray Wolf microbiome and heart worm susceptibility.	Conflict Managed	Approved

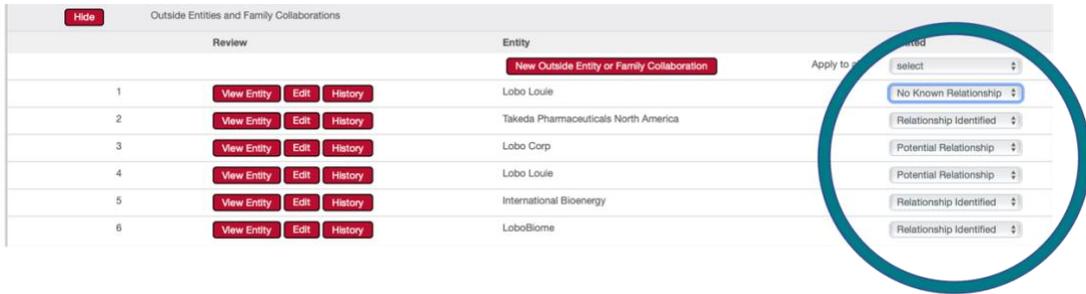
11. Open each one by clicking “Show” next to it.

	Event	Project Id	Project Title	Disposition Status	Disclosure Status
Show	Proposal	282	Biocomposting of zoological waste for onsite bioenergy production	Reviewer Identified Conflict	Approved

12. If the **Project Disclosure** Questionnaire has changed since the last time you answered, it will appear as “**Incomplete**”, and you will need to update it. Click “**Show**” and update the disclosure.



13. Click “Show” next to “Outside Entities and Family Collaborations” to review and update the relationships. Do not forget to include the changes you are making! If you need to enter a **New Outside Entity or Family Collaboration**, do that first!



14. **SAVE.**

15. Repeat 9-11 for each project.

16. Go back and answer “Yes” to Question 3 in the **Questionnaire Panel**. If you have not already done so, answer Question 4 in the same panel.

17. **SAVE.**

18. Certify by opening the **Certification** panel, 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.

Lobo Lucy

Reporter

N/A

Certification Date

Submit

Print

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

19. **Errors.**

If you have errors, you will need to correct them before you certify. Here are the most common errors we have found.

- a. There is no **Description** added in the **Document Overview** panel.
- b. You have not reviewed and updated all the **Disclosed Projects** and their relationships to **Outside Entities and Family Collaborations** (or you did and forgot to **SAVE**).

- c. A **Project, IRB, or Manual Disclosure Questionnaire** has been updated since you completed it and you need to answer new questions.