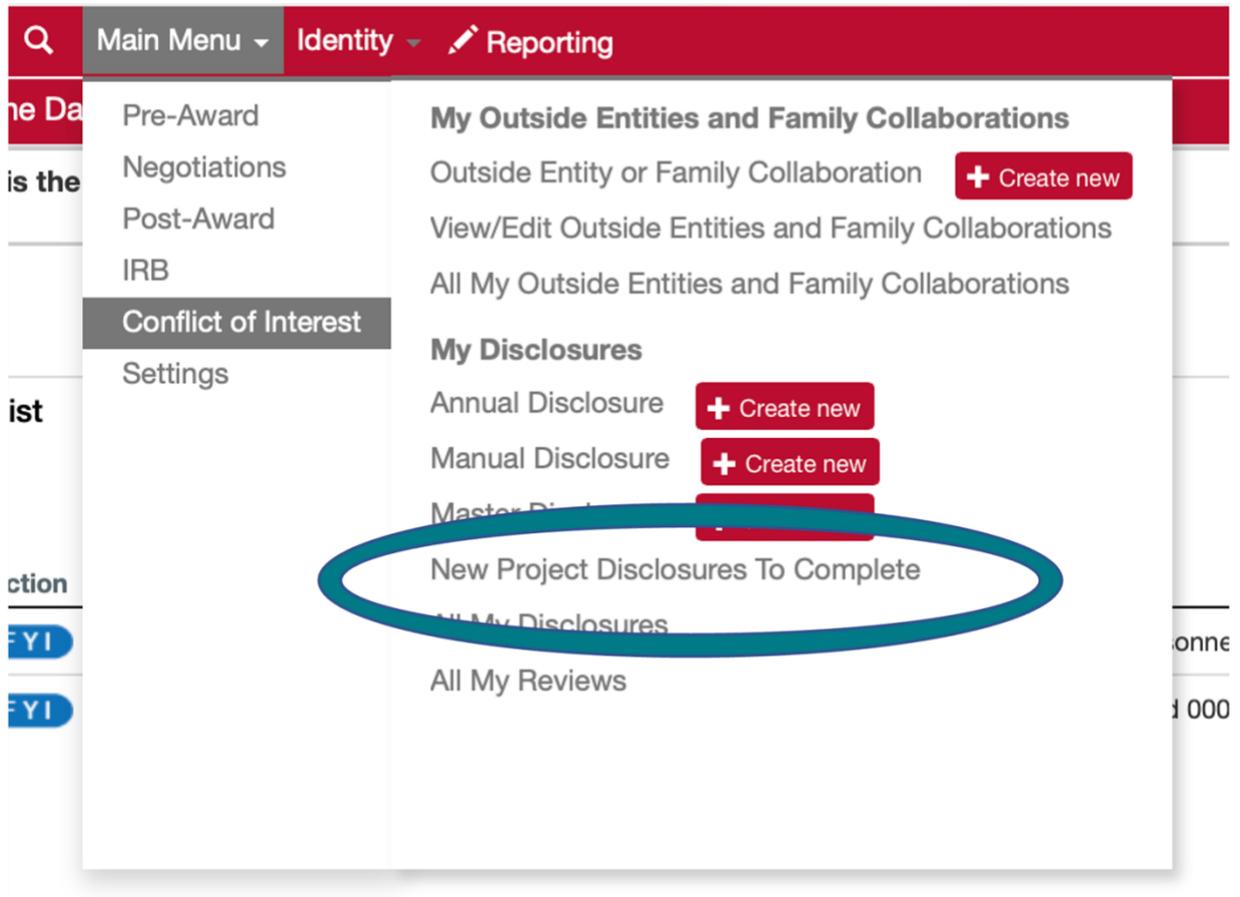


Tip sheet: How to Enter Project Disclosures

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**).

New Proposals for Disclosure						
Proposal List						
Proposal Number	Proposal Title	Sponsor	Start Date	End Date	Reporter	Action
316	Use title to send to sponsor		2022-08-11	2022-08-31		Complete COI
317	Researching the Criminal Code		2022-09-01	2024-08-31		Complete COI
383	test	National Science Foundation	2023-01-01	2025-12-31		Complete COI
386	temporary 090622	National Science Foundation	2023-01-01	2025-12-31		Complete COI
387	test 090722	National Science Foundation	2023-01-01	2025-12-31		Complete COI
421	Test 10/14/2022 Managing Forms	National Institutes of Health	2023-07-01	2026-06-30		Complete COI

New Institutional Proposals for Disclosure (None found)						
New Awards for Disclosure (None found)						
New IRB Protocols for Disclosure						
IRB Protocol List						
IRB Protocol Number	IRB Protocol Title	IRB Protocol Type	Reporter	Action		
2209005379	great research	Standard		Complete COI		
2209005612	temporary	1-Minimal Risk		Complete COI		
2209005619	test 090722	Standard		Complete COI		
2209005626	test 090722	1-Minimal Risk		Complete COI		
2209005749	blank 525 test proposal 2	Standard		Complete COI		
2209006115	09272022TestIRB	1-Minimal Risk		Complete COI		
2209006139	test w/ NH sponsor	1-Minimal Risk		Complete COI		
2209006147	test w/ nih sponsor using generic	1-Minimal Risk		Complete COI		
2209006171	test w/ private industry sponsor	1-Minimal Risk		Complete COI		
2209006186	Test w/o funding source	1-Minimal Risk		Complete COI		

New IACUC Protocols for Disclosure (None found)						
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- Find the Project for the COI you want to complete and click **“Complete COI”** under **Action**.

Action

Complete COI

- If you have partially completed **saved disclosure**, you will be able to open it from your **Action List**.

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

13 items found, displaying 1 to 10

- Click on the blue number to open your disclosure
- Click the **“>”** next to the Screening Questionnaire tab.

>
Screening Questionnaire

- 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)

8. Complete the **Screening Questionnaire**
9. **SAVE** using the red **SAVE** button at the bottom of the disclosure



10. Click on the “>” next to the Questionnaire to reveal the **COI Project Disclosure**

Questionnaire

Show COI Project Disclosure (Incomplete)

11. Click **Show**
12. Complete questions 1-3 in the project disclosure

Questions **Print**

1. Please provide a brief, non-technical description of this project or protocol and indicate your role on it. [More Information...](#)

This project explores alternate, sustainable, energy sources that simultaneously combat climate change through carbon capture, My part of the project is identifying metabolites from composted

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2. Does this research involve Animal (non human) subjects? [More Information...](#)

Yes No

3. Does the research involve human subjects or identifiable private data? [More Information...](#)

Yes No

13. 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. **If you do not have PHS or DOE funding, answer “No” and SAVE the disclosure.**

4. Is this project funded by PHS/NIH or DOE? More Information...

Yes No

4a. During the preceding 12 months, or in the next 12 months, have you been/ will you be reimbursed, compensated, or sponsored for travel (foreign and domestic) related to your UNM Institutional Responsibilities? Dependent children must be disclosed if the travel is related to the investigator's UNM Institutional Responsibilities. More Information...

Yes No

5. Is this project funded by DOE or the National labs? (Does not apply to projects funded by The Office of Indian Energy or to Phase I SBIR/STTR grants). More Information...

Yes No

14. Question 4a asks about any travel you have undertaken related to your UNM responsibilities or reimbursed for related to your UNM responsibilities. Note: Note: Travel sponsored by the following institutions does NOT need to be reported: U.S. federal, state, or local government agencies; U.S. institution of higher education; or U.S. academic teaching hospital, medical center, or research institute that is affiliated with a U.S. institution of higher education. If you answer “Yes” a dynamic table will open for you to complete:

4a-1. Please complete the table below. More Information...

Action	Traveler	Destination	Dates	Purpose of travel	Sponsor of travel
+					

15. To add a new **Travel Event**, click on the red “+” and complete the row. Add a new row for each travel event and/or each traveler. NOTE: This table is long and you will need to scroll right to complete it.

Traveler	Destination	Dates	Purpose of Travel
Lobo Lucy	Berlin	12 July 2022-20 July 2022	To present research findings on household waste metabolites at the International Society for Environmental Bioenergy

16. SAVE

17. **Question 5** asks if your funding is through the Department of Energy (DOE), which requires a specific, two-part, certification.

5. Is this project funded by DOE or the National labs? (Does not apply to projects funded by The Office of Indian Energy or to Phase I SBIR/STTR grants). More Information...

Yes No

18. Upon answering “**Yes**” to **Question 5**, the certification will appear.

By checking yes, I certify that I understand that this Disclosure is required to obtain funding from the U.S. Government. I, [Full Name and Title], certify to the best of my knowledge and belief that the information contained in this Disclosure Statement is true, complete, and accurate. I understand that any false, fictitious, or fraudulent information, misrepresentations, half-truths, or omissions of any material fact, may subject me to criminal, civil or administrative penalties for fraud, false statements, false claims, or otherwise. (18 U.S.C. 1001 and 287, and 31 U.S.C. 3729-3730 and 3801-3812). I further understand and agree that (1) the statements and representations made herein are material to U.S. Government's funding decision, and (2) I have a responsibility to update the disclosures during the period of performance of the award should circumstances change which impact the responses provided above. More Information...

Yes No

Please type name and academic title More Information...

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19. Certify the question by checking “**Yes**” and **entering your name and academic title in the box**. Failure to do so will result in your disclosure being returned to you.

20. SAVE

21. Complete the **Project & Outside Entities or Family Collaborations Tab**.

- a. Your Outside Entities and Family Collaborations will be listed next to a drop - down menu.

1	View Entity Edit History	International Bioenergy	select
2	View Entity Edit History	Lobo Corp	select
3	View Entity Edit History	Lobo Louie	select
4	View Entity Edit History	LoboBiome	select

- b. For each **Entity or Collaboration**, define its relationship to the current project using the drop down menu.

International Bioenergy	<input checked="" type="checkbox"/> select No Known Relationship Potential Relationship Relationship Identified
Lobo Corp	select

- c. Complete this for each **Entity or Collaboration**.

22. SAVE

- 23. 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.

[Lobo Lucy](#) [N/A](#) [Submit](#) [Print](#)
Reporter Certification Date

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

- 24. If you have not completed the disclosure correctly, you will receive an error.** The following are the most common errors in a **Project Disclosure**.
- You answered **“Yes”** to a question but did not complete the follow up question(s) or travel table.
 - 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**.