Tip Sheet on How to Enter an Outside Entity

1. **In the Conflict of Interest menu, select “Outside Entity or Family Collaboration” by clicking on the “+” next to it.**

![Image of Conflict of Interest menu]

2. **Click on the “>” next to Outside Entity or Family Collaboration Details.**

![Image of detail options]

3. **If the Outside Entity is not a known sponsor of UNM research, complete the following information in this panel, as follows:**
   a. Enter the name of the Outside Entity.
   b. Select the Entity Type from the pulldown menu.
c. Select a **Status Code**. This is a common mistake. “Active” means that the **Entity** is currently doing business. Most **Outside Entities** will be active. This is easy to miss and will cause an error message if not complete.
d. Complete the rest of the address information. The website is not necessary but helps us during COI review.

```
* Address Line 1: 1235 Lobo Rd SE
* Address Line 2: Suite 10
* Address Line 3: 
* City: Albuquerque
* State: NEW MEXICO
* Country Code: United States
* Postal Code: 87108
* Website: www.lobogna.com
```

e. If the Entity is located in the US, a new box will show up at the bottom of the tab.

```
* Is this entity a Domestic Subsidiary of a Foreign Entity? :
```

f. This question must be answered using the pulldown menu. In testing, failing to answer this question was the most frequent cause of a validation error. It is okay not to know, but you must answer.

```
* Is this entity a Domestic Subsidiary of a Foreign Entity? :
```

4. If the Outside Entity is a known sponsor of UNM research, then your job is easier.
   a. Click the magnifying glass next to the “Sponsor Code”.
b. You will be taken to a Sponsor Lookup menu.

c. In the Sponsor Name, enter part of the name surrounded by asterisks (*).

d. Then click the Search button at the bottom.

 e. A table of results will appear below the search box. Click Return Value for the entity you want.

<table>
<thead>
<tr>
<th>Value</th>
<th>Code</th>
<th>Sponsor Name</th>
<th>Acronym</th>
<th>Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>return value</td>
<td>100001147</td>
<td>Hemophilia Research Society of North America</td>
<td>Private - Industry/Corp</td>
<td></td>
</tr>
<tr>
<td>return value</td>
<td>100016497</td>
<td>Takeda Pharmaceuticals North America</td>
<td>Private - Industry/Corp</td>
<td></td>
</tr>
</tbody>
</table>

f. The address will be completed for you.
g. Select a Status Code. “Active” means that the entity is currently doing business. Most Outside Entities will be active. This is easy to miss but will cause an error message if not complete.

h. And, if it’s a US company, you will have to answer whether or not it is a US subsidiary of a Foreign Entity.
5. **SAVE** using the red **Save** button at the bottom of the form.

![Save button](image1)

6. Next, click the “>” next to the Questionnaire to open it.

![Questionnaire](image2)

7. Click “Show” next to the **Outside Entity or Family Collaboration Questionnaire**.

8. Select “**Outside Interest**” from the pulldown menu. This will trigger the appropriate questionnaire.

![Dropdown menu](image3)

9. Answer the questions in the disclosure.
<table>
<thead>
<tr>
<th>Question</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>2. Does this entity sponsor any of your research?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3. Describe the entity's area of business and specify your relationship to this area of business.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>LoboGenome is a data collective for genetic sequences of Mexican Grey Wolves. We provide data on the meta genome in return for sponsoring one grad student</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4. Does the entity have a relationship with this institution?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4a. Describe the entity’s relationship to this institution</td>
<td></td>
<td></td>
</tr>
<tr>
<td>They fund one grad student.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
10. **SAVE.**

11. Next you will complete the **Relationship Details Panel**. This is the heart of the document. It covers several types of financial and non-financial relationships a reporter can have with an **Outside Entity**. As always, giving the COI Committee more information in the comment box will help expedite their review. State and Federal Regulations and UNM Policy require you provide information for yourself, your spouse/domestic partner, and dependent children.

   a. The first subpanel asks for information about your equity interests in the **Outside Entity**. If you or reporting members of your family have any equity, report it using the pull-down menus. The first question asks about the percentage of the **Outside Interest** you own.
The next two questions are about stock and stock options you own within the **Outside Entity**. These are listed in dollar amounts. Note: if you own more than $100,000 in stock or stock options in the **Outside Entity**, you must report the total amount in $50,000 increments in the comment box.

<table>
<thead>
<tr>
<th>Ownership Interest</th>
<th>&lt;1%</th>
<th>1-4%</th>
<th>5-9%</th>
<th>10-19%</th>
<th>20-49%</th>
<th>50-75%</th>
<th>76-100%</th>
</tr>
</thead>
<tbody>
<tr>
<td>Stock</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Stock Options</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

b. The next set of questions relates to any offices or positions you hold, as well as any **Intellectual Property** rights (e.g., patents, copyrights) that you hold through this company.

 For **Intellectual Property**, please provide the following information in the comment box, to the extent it is known to you: title of the invention, patent or copyrighted work; patent, copyright, or trademark application number; issued patent number; issuing jurisdiction (which nation-state &/or WIPO/international); date of patent and/or trademark issuance, date of copyright; and legal owner of patent, trademark, &/or copyright.
c. The next section outlines any Compensation you have received from the Outside Entity, including consulting. These questions are answered using a pull-down menu. As above, any total remuneration above $100,000 must be indicated in the comment box in $50,000 increments.
d. The next section asks about **Income** associated with any intellectual property you hold with the **Outside Entity**. These questions are answered using a pull-down menu. As above, any total remuneration above $100,000 must be indicated in the comment box in $50,000 increments.

e. The last section asks about any other gifts or items of monetary value you have received. **“Gifts”** includes any gifts made through the UNM Foundation. If you have reported travel compensation, please remember to report the details in the proper **Project, Manual, or Annual Disclosure** as well. If you want to report something not covered previously for this outside entity, please report it using “**Other**”.
12. **SAVE.**

13. In the **Attachments** panel, you can add relevant items (the most common is a copy of a contract) that you wish the COI Committee to consider when reviewing your disclosures. To add an attachment, click on the “>” next to the **Attachments** panel. Complete the “Description” section and select a document to upload.
Then click “Add”. Your document and any information you provided will be uploaded and included in the record. Do not upload (or if you do, make sure to redact or otherwise remove) proprietary information as your disclosures and associated documents are discoverable by public record transparency laws such as IPRA and court orders.

14. If you wish, you can also add a Note if you have additional information that you want the COI Committee to consider when reviewing your disclosure. This is helpful if you need to update your Outside Entities and Family Collaborations. Click on the “>” next to the Notes Panel. Complete the note topic and text.

![Notes Panel](image)

Click “Add”. Your note will appear attached to the record. Remember, anything attached to this record is discoverable, so please be careful with private information.

15. When you are satisfied that your disclosure is complete, Submit using the button at the bottom of the disclosure. Barring errors, you will be returned to your disclosure.

16. If you have an error, the following will appear at the top of the disclosure after you submit.
Look through your disclosure to find what was not complete. In this case, the Questionnaire questions have been updated since the time Lobo Lucy started this document. Lucy can elect to have her previous answers imported. Then she will click update. She will then answer any new or updated questions.

The most common errors made when entering Outside Entities are:

a. No Status Code was selected in the Outside Entity and Family Collaboration Details panel.

- Entity Type:
  - US Private-For Profit

- Status Code:
  - Select
  - Active
  - Inactive

b. The question about Foreign Subsidiaries was not answered in the Outside Entity and Family Collaboration Details panel.

- Is this entity a Domestic Subsidiary of a Foreign Entity? :
  - Select

Remember to SAVE and SUBMIT after correcting your errors.
17. **Editing Outside Entities.** Sometimes, relationships with Outside Entities will change over time. You can reflect these changes by editing an already saved Outside Entity.

   a. From the Main Menu select View/Edit Outside Entities.

   ![Image of My Outside Entities and Family Collaborations]

   b. You will be taken to a list of all the Outside Entities and Family Collaborations you have completed or started.

   ![Image of Outside Entities and Family Collaborations]

   a. Select the Entity or Collaboration by clicking Edit.

   b. You will be taken to your Entity or Collaboration where you can make your changes. Remember to SAVE and SUBMIT when you are done.