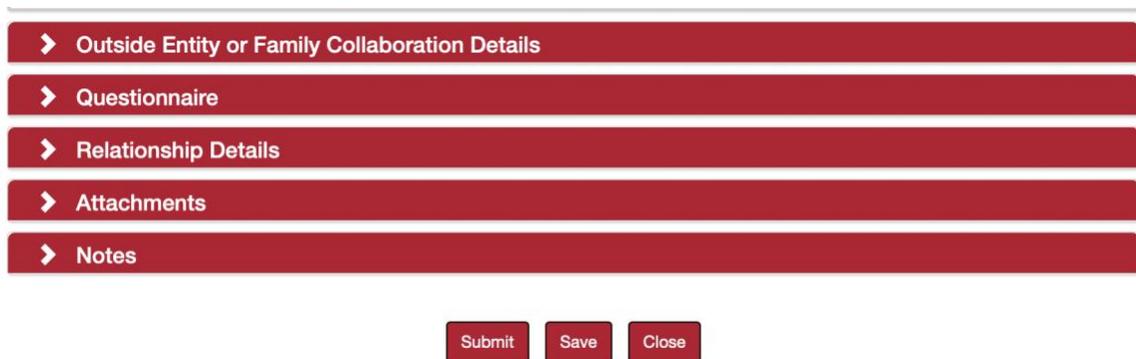


Tip Sheet on How to Enter an Outside Entity

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



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



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.

* Entity Type *

✓ select

Family Collaboration

US State/Local Government

US Private-For Profit

US Public-For Profit

US Private-Non Profit

US Public-Non Profit

Foreign Federal Government

Foreign State/Local Government

Foreign Private For-profit

Foreign Public For-profit

Foreign Private Nonprofit

Foreign Public Nonprofit

US Federal Government

US Public-Educational/Research Institution

US Private- Educational/Research Institution

US Non Governmental Agency

Foreign Educational/Research Institution

Foreign Non Governmental Agency

- 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.

* **Entity Type :**

US Private-For Profit

* **Status Code :**

✓ select
Active
Inactive

State :

- 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	State : NEW MEXICO
Address Line 2 : Suite 10	* Country Code : United States
Address Line 3 : 	* Postal Code : 87108
* City : Albuquerque	Website : www.lobogene.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? :**

Select

- 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 Dor**

✓ Select
Yes
No
Not Sure

4. If the **Outside Entity** is a known sponsor of UNM research, then your job is easier.
- Click the magnifying glass next to the "**Sponsor Code**".

Sponsor Code :



- b. You will be taken to a **Sponsor Lookup** menu.

Sponsor Lookup

Sponsor Code: <input type="text"/>	Sponsor Name: <input type="text"/>
Acronym: <input type="text"/>	Sponsor Type Code: <input type="text"/>
DUN And Bradstreet Number: <input type="text"/>	DUNS Plus Four Number: <input type="text"/>
DODAC Number: <input type="text"/>	CAGE Number: <input type="text"/>
Sponsor Reference ID: <input type="text"/>	Postal Code: <input type="text"/>
State: <input type="text"/>	Country Code: <input type="text"/>
Audit Report Sent For Fy: <input type="text"/>	Owned By Unit: <input type="text"/>
Address Book Id: <input type="text"/>	Check here if this entity is a domestic subsidiary of a foreign entity: <input type="radio"/> Yes <input type="radio"/> No <input checked="" type="radio"/> Both
Active: <input checked="" type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Both	
<input type="radio"/> Starts With <input type="radio"/> Contains <input type="radio"/> Exact	
<input type="button" value="Search"/> <input type="button" value="Clear"/> <input type="button" value="Cancel"/>	

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

Sponsor Name:

- d. Then click the **Search** button at the bottom.

<input type="button" value="Search"/>	<input type="button" value="Clear"/>	<input type="button" value="Cancel"/>
---------------------------------------	--------------------------------------	---------------------------------------

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

Value	Code	Sponsor Name	Acronym	Type
return value	100001147	Hemophilia Research Society of North America		Private - Industry/Corp
return value	100016497	Takeda Pharmaceuticals North America		Private - Industry/Corp

- f. The address will be completed for you.

▼ Outside Entity or Family Collaboration Details

* Entity Name : Takeda Pharmaceuticals North America

* Entity Type : US Private-For Profit

Sponsor Code : 100016497

Takeda Pharmaceuticals North America

* Status Code : select

* Address Line 1 : 475 Half Day Rd Ste 500

State : ILLINOIS

Address Line 2 :

* Country Code : United States

Address Line 3 :

* Postal Code : 60069-2934

* City : Lincolnshire

Website :

- 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.

* Entity Type : US Private-For Profit

* Status Code :

✓ select

Active

Inactive

State :

- 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**.

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

Yes

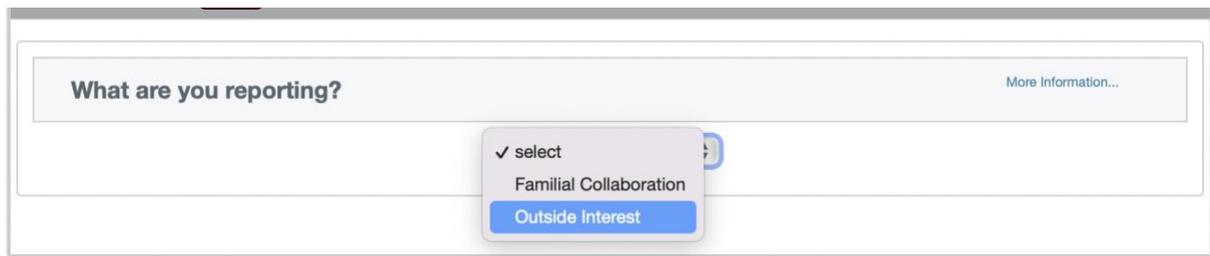
5. **SAVE** using the red **Save** button at the bottom of the form.



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



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.



9. Answer the questions in the disclosure.

2. Does this entity sponsor any of your research?

[More Information...](#)

Yes No

3. Describe the entity's area of business and specify your relationship to this area of business.

[More Information...](#)

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



155 of 4000

4. Does the entity have a relationship with this institution?

[More Information...](#)

Yes No

4a. Describe the entity's relationship to this institution

[More Information...](#)

They fund one grad student.



27 of 4000

5. Explain any involvement of UNM students under your direction at this institution with this entity

[More Information...](#)

LoboGenome funds one grad student at UNM who does a summer internship with them



80 of 4000

6. Explain any involvement of UNM staff or subordinates under your direction at this institution with this entity

[More Information...](#)

None



4 of 4000

7. Explain any use of UNM institutional resources and/or facilities relating to your work with this entity

[More Information...](#)

None



4 of 4000

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.

- 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.

OFFICES & POSITIONS 	Self	Spouse/Domestic Partner	Dependent Child
Partner 	<input type="checkbox"/> Comments <input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
Executive/Corporate Officer 	<input type="checkbox"/> Comments <input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
Employee 	<input type="checkbox"/> Comments <input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
Board Member or Trustee 	<input checked="" type="checkbox"/> Comments Member of the board of directors	<input type="checkbox"/>	<input type="checkbox"/>
Scientific Committee/Board 	<input type="checkbox"/> Comments <input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
Intellectual Property from Entity 	<input checked="" type="checkbox"/> Comments *Method for chromosome isolation from Mexican Grey Wolves* US Patent 20,123,456	<input checked="" type="checkbox"/>	<input type="checkbox"/>

- 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.

COMPENSATION	Self	Spouse/Domestic Partner	Dependent Child
Salary	select	select	select
	Comments		
Consulting Fees	<div style="border: 1px solid gray; padding: 5px;"> <input checked="" type="checkbox"/> select <\$1,000 \$1,000-4,999 \$5,000-9,999 \$10,000-19,999 \$20,000-39,000 \$40,000-59,999 \$60,000-79,999 \$80,000-99,999 >\$100,000 Provide details below; use \$50,000 increments </div>		
Honoraria			
Paid Authorship			

- 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.

INTELLECTUAL PROPERTY	Self	Spouse/Domestic Partner	Dependent Child
Patent Income	select	<div style="border: 1px solid gray; padding: 5px;"> <input checked="" type="checkbox"/> select <\$1,000 \$1,000-4,999 \$5,000-9,999 \$10,000-19,999 \$20,000-39,000 \$40,000-59,999 \$60,000-79,999 \$80,000-99,999 >\$100,000 Provide details below; use \$50,000 increments </div>	
Copyright Income	select		
Other Licensing Income	select		

- 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”**.

OTHER INTERESTS	Self	Spouse/Domestic Partner	Dependent Child
Gifts	select	select	select
	Comments <input type="text"/>		
Loans	select	select	select
	Comments <input type="text"/>		
Paid Travel	\$1,000	\$1,000	<\$1,000
	Comments Trip to Berlin for International Metagenomic Conference		
Entertainment Provided by Entity	select	select	select
	Comments <input type="text"/>		
Volunteered Time	select	select	select
	Comments <input type="text"/>		
Other	\$40,000	select	select
	Comments We provide our metagenomic data to them in return for them sponsoring one grad student per year		

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.

▼
Attachments

Attachments
⊙

Add

Contact Name

Email

* Description
Contract 📌

* File Name
Choose File Fake contract.

Add

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.

1	Uploaded By Lucy, Lobo	Contact Name	Description Contract	View
	Posted Timestamp 08/25/2022 09:21 AM	Email	File Name Fake contract. .pdf	Delete

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

Notes

Add

* **Note Topic**

* **Note Text**

Add

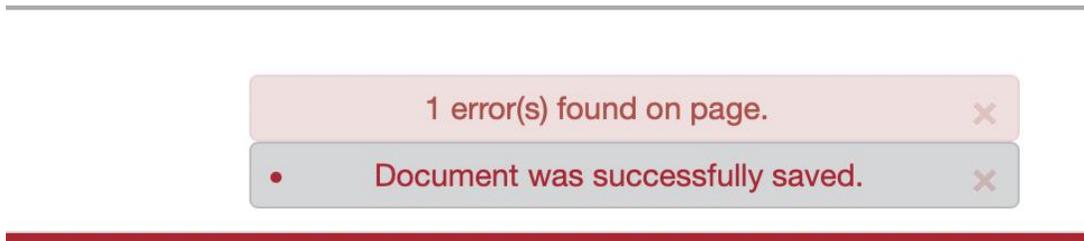
Click **“Add”**. Your note will appear attached to the record. Remember, anything attached to this record is discoverable, so please be careful with private information.

1	Uploaded By Lucy, Lobo	Note Topic <input type="text" value="Divorce"/>	Note Text <input type="text" value="My spouse and I divorced in August 2022. In the proceedings, he retained"/>	Delete
	Posted Timestamp 08/25/2022 09:34 AM			

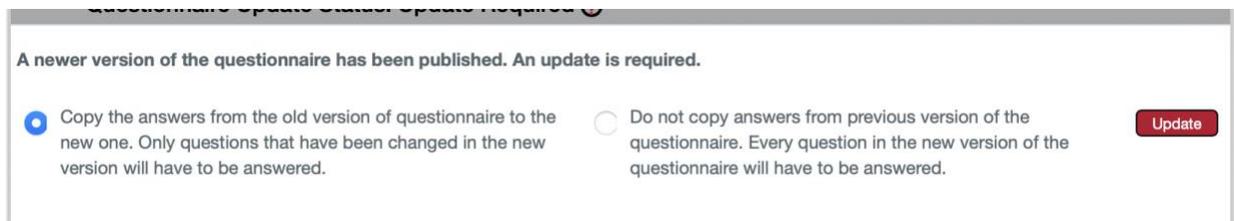
15. When you are satisfied that your disclosure is complete, **Submit** using the button at the bottom of the disclosure. Barring errors, you will be returned to your disclosure.



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

State :

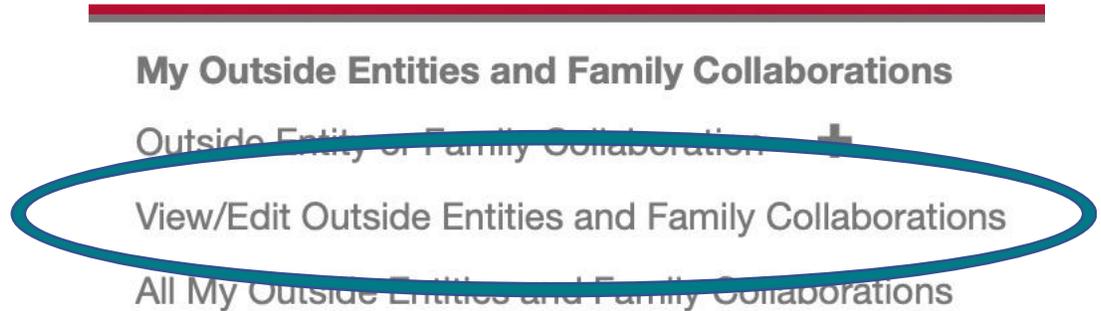
- b. The question about Foreign Subsidiaries was not answered in the **Outside Entity and Family Collaboration Details** panel.

* **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**.



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

The screenshot shows a table titled 'Outside Entities and Family Collaborations - Lobo Lucy'. The table has columns for 'Entity Name', 'Sponsor Name', and 'Last Updated'. There are five rows of data, each with a set of action buttons: 'View', 'Edit', 'Deactivate', 'View History', and 'Resume Edit'.

	Entity Name	Sponsor Name	Last Updated	
1	International Bioenergy		08/15/2022 11:35 AM	View Resume Edit View History
2	Lobo Corp		08/22/2022 10:15 AM	View Edit Deactivate View History
3	Lobo Louie		08/22/2022 10:15 AM	View Edit Deactivate View History
4	Lobo Louie		08/22/2022 11:21 AM	View Edit Deactivate View History
5	LoboBiome		08/25/2022 09:43 AM	View Edit Deactivate View History

- 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.