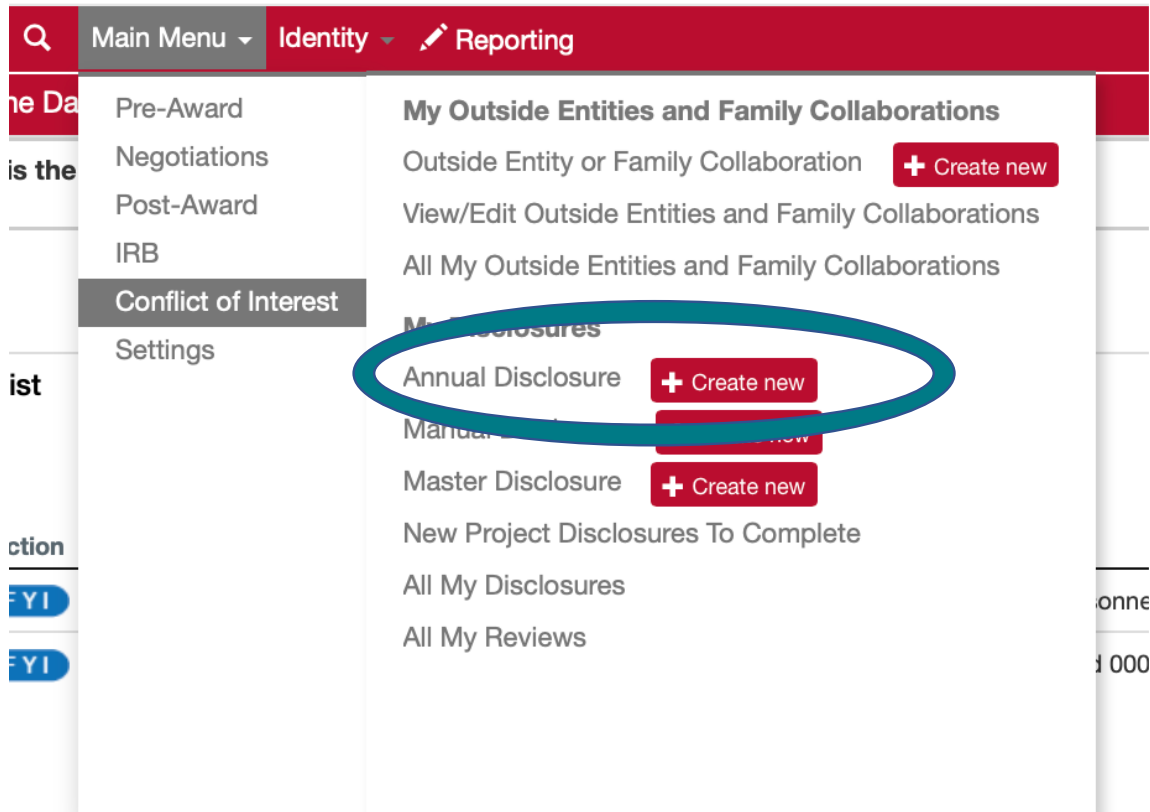# Tipsheet for Completing or Updating Annual Disclosures

1. From Main Menu > Conflict of Interest, click on "**+ Create New**" next to the Annual Disclosure.

2. At the top of the disclosure, you will see a **Description** box. Please enter name for this disclosure. Chose something meaningful so that you can find this disclosure easily if you need to refer to it again. For the annual disclosure, we suggest "Annual Disclosure 2025-2026".

3. Click the "**>**" next to the Screening Questionnaire tab.

4. 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)

5. Complete the **Screening Questionnaire.**
   a. Click on **Show.**
   b. **Question 1** asks about your affiliation. Select the proper response from the pull down menu.

1. Which option below best describes your UNM affiliation/activity? More Information...

UNM Main Campus

   c. **Question 2** replaces the series of yes/no questions regarding outside entities from previous versions with boxes to check. If any you have any **NEW** outside entities that you have not previously reported in Streamlyne, select the appropriate box(es). Otherwise select NONE OF THE ABOVE.

2. New Financial Interests. Check all that apply that have not been previously reported. More Information...
Unless otherwise indicated, this applies to the last 12 months and you, your spouse/domestic partner or dependent child.

If you checked any boxes (other than NONE OF THE ABOVE), please complete an Outside Entity Document.

☐ 2a. Employed by an outside company (public, private, or non-profit)

☐ 2b. Received remuneration and/or the value of any equity interest from any foreign or domestic publicly traded company that, when aggregated, is more than $5,000 AND reasonably appears to be related to your research. Remuneration includes salary and any payment for services not otherwise identified as salary (e.g., consulting fees, honoraria, paid authorship); equity interest includes any stock, stock option, or other ownership interest, as determined through reference to public prices or other reasonable measures of fair market value.

☐ 2c. Own, have interest, or hold stock in any privately-held US company

☐ 2d. Own or have interest in a foreign company, whether publicly or privately held

☐ 2e. Received any other compensation (honoraria, paid authorship) from a non-publicly traded (private or nonprofit) entity

☐ 2f. Hold intellectual property (IP) rights (e.g. patents, trademarks, royalties, etc.) OTHER than through Rainforest Innovations. NOTE: NSF- funded researchers: this question applies to both the prior and future 12 months.

☐ 2g. Received venture capital for an outside entity in which you have an ownership interest

☐ 2h. Established a startup company based on non-UNM IP

☐ 2i. Received any support to your research program, whether financial or in kind, that requires you to provide your time to an outside entity or their employees under your supervision

☐ 2j. Received support from an external entity for travel to perform research activities AND that requires you to provide time to the entity. 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. Similarly, you do not have to include travel that is funded by the your grants.

☐ 2k. Received startup package(s) from an entity other than UNM

☐ NONE OF THE ABOVE

d.   If you have selected a new **Financial Interest**, a red button will appear at the bottom of **Question 2** to complete a new outside entity. After the New Outside Entity document is completed, you should be returned to the questionnaire.

    i.

☑ **2k. Received startup package(s) from an entity other than UNM**

☐ NONE OF THE ABOVE

New Outside Entity or Family Collaboration

e.   **Question 3** is a similar selection of possible reportable interactions and interests with **Foreign Entities**. Complete the same way as **Question 2.**

> **3. New Foreign Entities. Do you, your spouse/domestic partner have any of the following situations that have not been previously reported. Unless otherwise indicated, this applies to the last 12 months and you, your spouse/domestic partner or dependent child.**
>
> More Information...
>
> **If you checked any boxes (other than NONE OF THE ABOVE), please complete an Outside Entity Document.**

☐ 3a. Participated in a foreign talent recruitment program

☐ 3b. Received, applied for or plan to apply for grant funding from a foreign country of concern (Federal guidelines state that these are People's Republic of China, the Democratic People's Republic of Korea [North Korea], the Russian Federation, the Islamic Republic of Iran, or any other country determined to be a country of concern by the Department of State)

☐ 3c. Had travel paid all or in part by any foreign company, government (including state, provincial, local, or equivalents), institution of higher learning, or research institution

☐ 3d. Participated in a foreign collaboration in which unpublished data collected under a United States Federal Grant or Contract will be shared

☐ 3e. Hosted guest personnel from a foreign government, institution, or company

☐ 3f. Engage in material transfer (including computer code or equipment) to or from a foreign entity

☐ 3g. Hold an honorary appointment with any institution of higher learning or research institute in a foreign country

☐ 3h. Receive income from seminars, lectures, teaching engagements, or income from service on advisory committees or review panel received from any foreign entity, including foreign Institutions of higher education or foreign governments (including local, provincial, or equivalent governments)

☐ 3i. Received gifts, awards, or other remuneration from an entity in a foreign country

☐ 3j. Filed patents in a foreign country of concern prior to filing in US

☐ 3k. Associate with any other foreign entity that may lead to a foreign government or entity obtaining U.S.-sponsored data or UNM intellectual property

☐ NONE OF THE ABOVE

f.   **Question 4** asks about any new **Family Collaborations.**

> **4. Do you have any new, not previously reported, collaborations with your spouse/domestic partner or dependent child?**

○ Yes   ● No

6.   **SAVE using the red SAVE button at the bottom of the disclosure.**

Send Notification | **Save** | **Reload** | **Close** | **Cancel**

7. Click on the "**>**" next to the Questionnaire Tab.

> **>** Questionnaire

8. Click on Show to complete the COI Annual Disclosure**.**

> **∨** Questionnaire
>
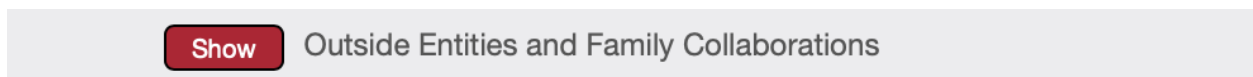> Show COI Annual Disclosure (Incomplete)

9. **SAVE**
10. Click on the "**>**" next to Disclosed Projects.
    This is the section where you associate your potential conflicts with your projects.
    Note: Even If you have no reportable interests, you may still have incomplete project questionnaires. so please open this panel to double check. .

    This panel is where Streamlyne checks to see that all your project questionnaires have been completed. **Due to some erroneous Streamlyne coding, you may have some older projects that have incomplete project questionnaires. These should be open for you to answer. All projects without open project disclosures are complete but you still must associate your projects with your declared outside interests/family collaborations.**

> **>** Disclosed Projects

11. Review the Project Disclosures submitted by clicking show next to each one to associate your outside entities/family collaborations.
12. Next click Show next to Outside Entities and Family Collaborations.

> Show Outside Entities and Family Collaborations

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

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

b. Complete this for each Entity or Collaboration.

14. **SAVE**

15. Repeat steps 10-14 for any remaining projects.

16. **SAVE**

17. **If you have any uncompleted project questionnaires, the following should be open in the Disclosed Projects Panel. (**Redacted)

Event	Project Id	Project Title	Disposition Status	Disclosure Status
IRB Protocol	134257	▓	No Conflict	Fully Vetted

Protocol Number ▓
Disposition: No Conflict

IRB Protocol Title: ▓   IRB Protocol Type: 1-Minimal Risk
Application Date: 2024-06-14   Expiration Date: PI Name: ▓

COI Project Disclosure (Incomplete)

Questions Print

1. Please provide a brief, non-technical description of this project or protocol. Note: Do not simply copy and paste an abstract. Please avoid jargon/technical terms.   More Information...

Education research
18 of 250

2. Indicate your role on this project.   More Information...

0 of 250
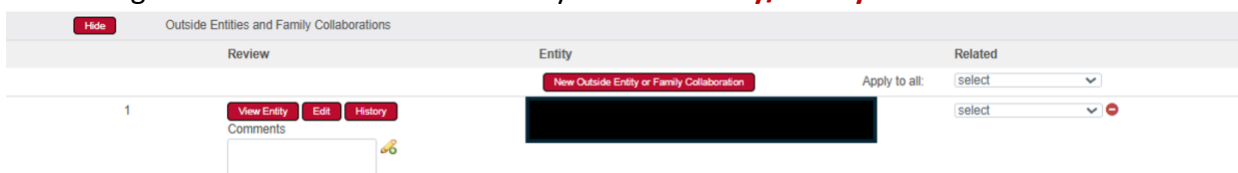
3. Does the research involve human subjects or identifiable private data?   More Information...

● Yes   ○ No   clear

4. Does this project involve or potentially involve funding by the Public Health Service (e.g. NIH, CDC, FDA) or the US Department of Energy (including National Labs)?   More Information...

○ Yes   ● No   clear

Outside Entities and Family Collaborations

Review	Entity	Related
	New Outside Entity or Family Collaboration Apply to all:	select
1 View Entity Edit History Comments	▓	select

Show   Associated Projects

18. Answer any incomplete questions. (usually number 2, unless you have already submitted a project disclosure).

1. Please provide a brief, non-technical description of this project or protocol. Note: Do not simply copy and paste an abstract. Please avoid jargon/technical terms.   More Information...

Education research
18 of 250

2. Indicate your ▓ on this project.   More Information...

0 of 250

3. Does the research involve human subjects or identifiable private data?   More Information...

● Yes   ○ No   clear

4. Does this project involve or potentially involve funding by the Public Health Service (e.g. NIH, CDC, FDA) or the US Department of Energy (including National Labs)?   More Information...
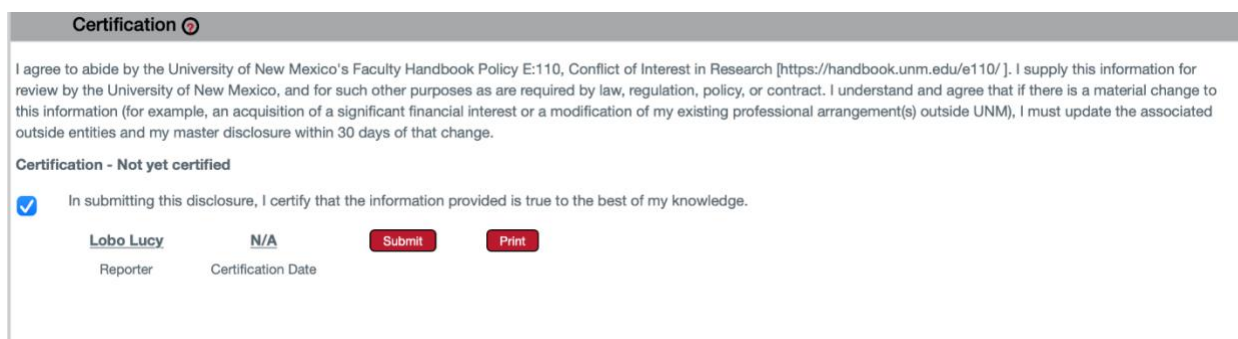
○ Yes   ● No   clear

19. Don't forget to do the association with any **Outside Entity/Family Collaboration.**
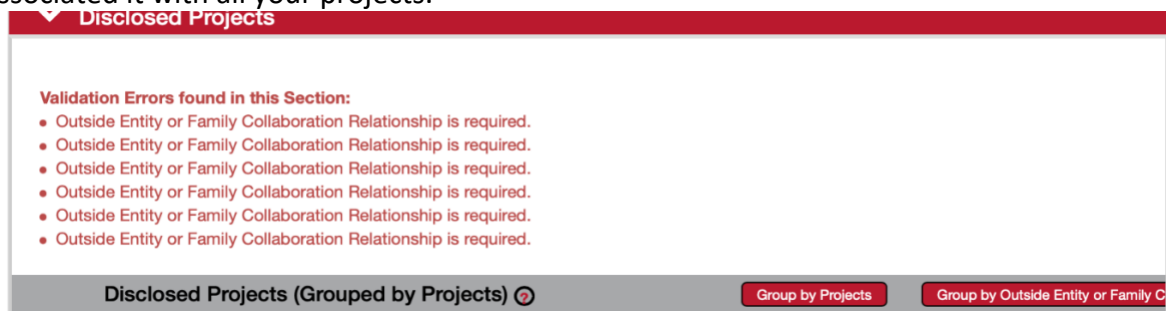

20. Repeat 17-19 for all active projects.
21. **SAVE**
22. Complete the Certification by clicking on the box and clicking **Submit**.

23. **Errors**

The Annual disclosure is the one most likely to result in an error message. 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, below is a list of the most common errors in the Annual Disclosure.

A. You have added a new Outside Entity or Financial Collaboration during the year 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. A hint- the number of times this error is repeated is the number of project disclosures that need updating.

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

To fix these, complete the questionnaires.

C. You have imported project questionnaires that were not completed.
a. Return to the **Disclosed projects** panel.
b. Find the project for which the disclosure says incomplete it should be open.

Proposal Number: [redacted]
Disposition: Conflict Managed

Institutional Proposal Title: Advanced Computing for Defense Applications
Start Date: [redacted]   End Date: [redacted]   Sponsor: [redacted]   PI Name: [redacted]

Show   COI Project Disclosure (Incomplete)
Show   Outside [redacted] Collaborations

c. Click on Show next to the incomplete disclosure to complete the project disclosure.
d. Certify.

NOTE: If you have difficulty completing the Annual Disclosure, please contact
coiresearch@unm.edu or join COI Virtual Office Hours:

Wednesdays 2:30-3:30 PM: https://unm.zoom.us/j/93763400747
Fridays 9:00-10:00 AM: https://unm.zoom.us/j/99582104062