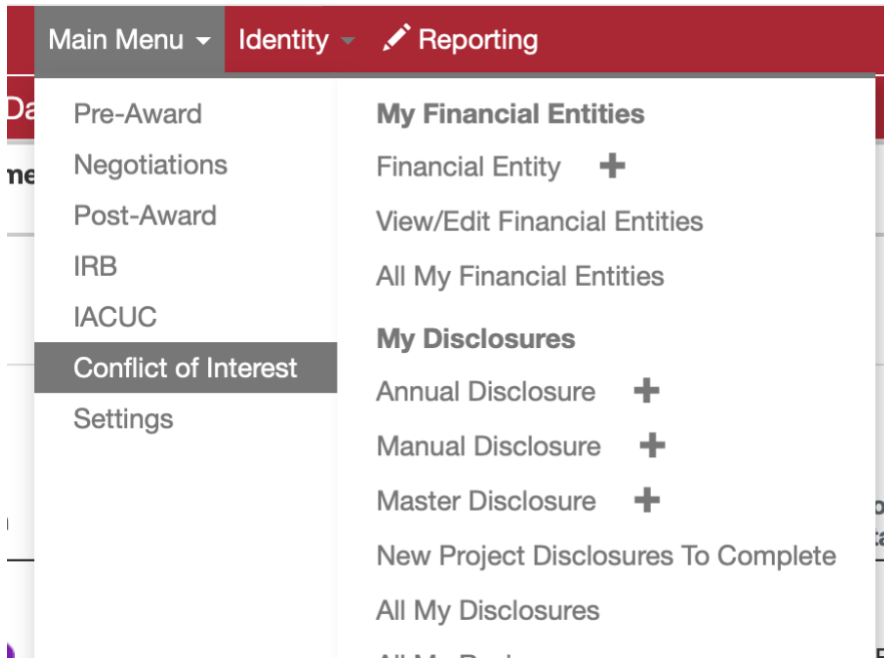


Tip sheet for Project Disclosures

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**).

The screenshot shows a page titled 'New Proposals for Disclosure' with a 'Proposal List' table. The table has columns for Proposal Number, Proposal Title, Sponsor, Start Date, End Date, Reporter, and Action. Below the table are four red bars with white text: 'New Institutional Proposals for Disclosure (None found)', 'New Awards for Disclosure (None found)', 'New IRB Protocols for Disclosure (None found)', and 'New IACUC Protocols for Disclosure (None found)'.

| Proposal Number | Proposal Title | Sponsor | Start Date | End Date | Reporter | Action |
|---------------------|--|-------------------------------------|------------|------------|----------|----------------------------|
| 151 | 20-1087_Enterobacterial infections as drivers of tauopathies | National Institutes of Health | 2021-04-01 | 2026-03-31 | | Report COI |
| 306 | Draft title Training 08/09/2022 | National Science Foundation | 2023-01-01 | 2024-12-31 | | Report COI |
| 307 | Draft Title | National Science Foundation | 2022-08-09 | 2024-08-09 | | Report COI |
| 312 | great research | National Science Foundation | 2023-01-01 | 2025-12-31 | | Report COI |
| 316 | Use title to send to sponsor | New Mexico Game and Fish Department | 2022-08-11 | 2022-08-31 | | Report COI |
| 317 | Researching the Criminal Code | National Science Foundation | 2022-09-01 | 2024-08-31 | | Report COI |
| 325 | Super Amazing Research to Save the Planet | National Science Foundation | 2023-01-01 | 2024-12-31 | | Report COI |

3. Find the Project for the COI you want to complete and click “**Report COI**” under **Action**.

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?

[More Information...](#)

Yes No

Action

Report COI

Report COI

Report COI

Report COI

Report COI

Report COI

Report COI

4. 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 |

12 items found, displaying 1 to 10

5. Click on the **blue number** to open your disclosure
6. In the “**Description**” box enter a title for your disclosure. You do not need to enter anything in the “**Explanation**” box.
7. Click the “>” next to the **Screening Questionnaire Panel**.

> Screening Questionnaire

8. 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)

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



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

▼ **Questionnaire**

Show COI Project Disclosure (Incomplete)

12. Click **Show**
13. 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

263 of 5000

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

14. 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

15. 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 |
|---|----------|-------------|-------|-------------------|-------------------|
| + | | | | | |

16. 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 |
| | | | |

17. SAVE

18. 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

19. 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...](#)

Lucy Lobo, Professor

20. 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.

21. SAVE

22. 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 <input type="checkbox"/> No Known Relationship <input type="checkbox"/> Potential Relationship <input type="checkbox"/> Relationship Identified |
| Lobo Corp | select |

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

23. SAVE

- 24. 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.

- 25.** 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**.