Tip sheet for Project Disclosures
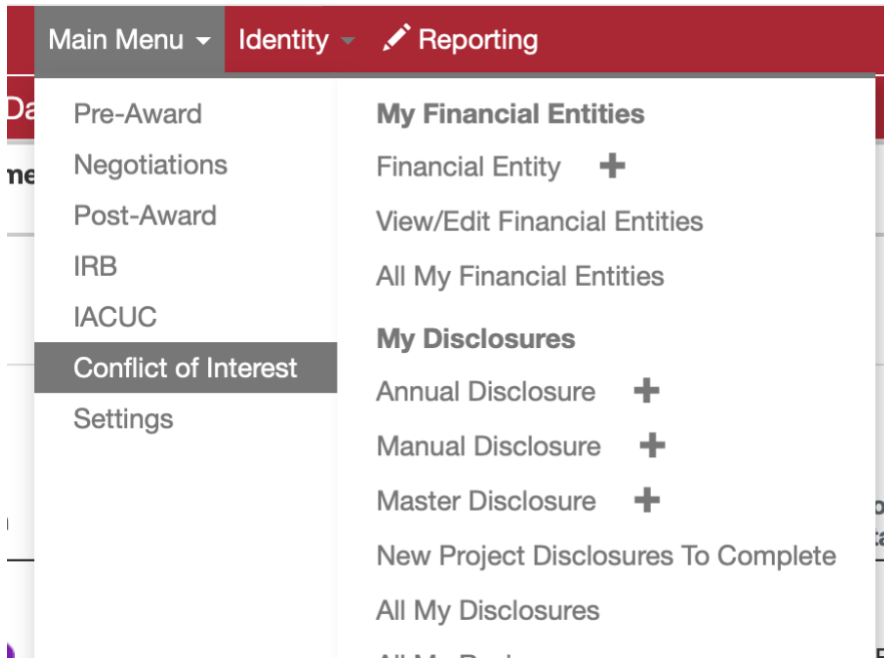
1. Open the menu, select Conflict of Interest, and then Select "New Project Disclosures to Complete.

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).

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?

○ Yes   ● No

More Information...

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

| | COM | 13868 | 1000000111 | KC COI Disclosure | Lobo Lucy | Date: 08/31/2022, | SAVED | | Lobo Lucy | | 11:03 AM 08/12/2022 |

13 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

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

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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
Lobo Lucy	Berlin	12 July 2022-20 July 2022	To present research fi hold waste metabolite International Society 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 of 100

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.

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

c. Complete this for each Entity or Collaboration.

23. SAVE

24. Certify by opening the Certification Panel, checking the box and clicking Submit.

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 Dsclosure.

a. You answered "Yes" to a question but did not complete the follow up question(s) or travel table.

b. You did not provide a relationship between an Outside Entity or Family Collaboration and your project.

c. Since the last time you worked on the disclosure, you have entered a new Outside Entity or Family Collaboration.