

UNM Guide to the Streamlyne[®] COI Module

Updated 7 October, 2022

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Introduction

Streamlyne® is an enterprise-level research administration platform that has been chosen by the OVPR for UNM Main and Branch Campuses to integrate proposal development, award management, and some compliance (Conflict of Interest, Institutional Review Board, and Export Control) processes. This means smoother communication between different research administration offices and functions as well as only one system for researchers to navigate.

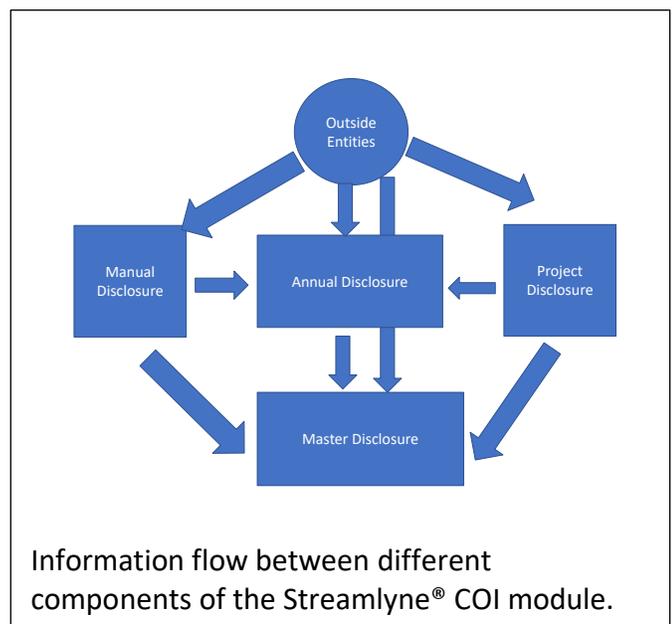
The purpose of this User Guide is to show you how to navigate **UNM's Conflict of Interest Module**. We have designed this module to take advantage of Streamlyne®'s integration while minimizing entering repetitive information. In addition, we are able to update the different types of disclosures rapidly, without having to launch (and you fill out) a whole new disclosure, in response to rapidly changing Federal regulations.

This is achieved by entering all reportable interests as either **Outside Entities or Family Collaborations**. Each reportable entity must be entered once, but once entered carries across all other types of disclosures.

Type of Disclosures

There are four types of disclosures that you will be filling out. Your Financial Entities will be imported into each, so that you do not have to remember and enter your disclosable interests for each disclosure.

1. **Project Disclosures**. All Office of Sponsored Projects (OSP) proposals/awards, contracts, and other projects will require a project specific disclosure. IRB Protocols will also require an **IRB Disclosure**. The advantage for you of doing so is that once you complete them, these Disclosures are imported into your **Annual Disclosure**. In addition, your completion of these disclosures will be available to OSP or IRB in real time. **Project Disclosures** are completed once for each project.
2. **Manual Disclosures**. In **Manual Disclosures**, you will report UNM (internally) funded projects (e.g., RAC, WeR1 SURF) and unfunded projects associated with IACUCC protocols. Information from **Manual Disclosures** are fed into your **Annual Disclosure** as well. These disclosures are updatable.
3. **Annual Disclosures**. UNM Faculty Handbook Policy E110 requires each person who can significantly affect the design, conduct or reporting of UNM research (includes a project or contract through OSP, an internally funded project for which a proposal is written, or



an IRB/IACUC protocol) needs to submit a COI **Disclosure**. In Streamlyne®, this will be handled by answering fewer **Annual Disclosure** questions, automatic imports of your previously submitted **Project Disclosures**, and, in some instance, only certifying that they are correct. All information from **Manual** and **Project Disclosures** will be pulled into your **Annual Disclosure**.

4. **Master Disclosure**. The **Master Disclosure** has been designed to replace our Material Change disclosure. It pulls in all **Project, Manual, and Annual Disclosures** and allows you to update them to reflect the change you are reporting.

Getting into Streamlyne®- Your Dashboard

Logging in

Go to research.unm.streamlyne.org. You will see the following login page.



Welcome to Streamlyne. Please select your log-in method.

University of New Mexico User Login

Login For Other Users

If you are affiliated with UNM, click **University of New Mexico User Login** and sign in using your **UNM email address** and **password**.

If you are an outside user, click **Login For Other Users** and enter the login credentials you were given.

If you need login credentials please complete the form here: [Request Streamlyne User Access](#)

Your Dashboard.

When you log in, you will see your dashboard. It will look something like this:

Message(s) of the Day
 IRB Training has commenced. Smiles everyone!

Refresh Filter

▼ Action List

Apply Default NONE

Action	Id	Number	Type	Title	Route Status	Lead Unit	PI/Reporter	Delegator	Date Created	Submission Date	Group Request	Actions	Log
Show	F.Y.I	5076	Streamlyne Research Notification	Proposal Development Key Personnel Reminder	FINAL				05:44 PM 02/07/2022			NONE	

One item found.

Take Action

- ▶ PD/QP (2)
- ▶ IP (0)
- ▶ Awards (0)
- ▶ Protocols (0)

This is a big page with lots of acronyms and jargon. For COI, all you need to worry about is the **Action List**.

The **Action List** contains a list of all the tasks you have started, but not completed in Streamlyne®, as well as notifications of actions you may need to take. This includes uncompleted proposals, awards paperwork and, most importantly, information on which disclosures you need to complete.

▼ Action List

Apply Default NONE

Action	Id	Number	Type	Title	Route Status	Lead Unit	PI/Reporter	Delegator	Date Created	Submission Date	Group Request	Actions	Log
Show	F.Y.I	5076	Streamlyne Research Notification	Proposal Development Key Personnel Reminder	FINAL				05:44 PM 02/07/2022			NONE	
	COM	12170	1000000075 KC COI Disclosure	KC COI Disclosure - Demo 1 18 Jul LKI	SAVED		Julia Fulghum		01:42 PM 07/18/2022				

2 items found, displaying all.

Take Action

▼ Action List

Action	Id	Number	Type	Title	Route Status	Lead Unit
Show	F.Y.I	5076	Streamlyne Research Notification	Proposal Development Key Personnel Reminder	FINAL	
	COM	12170	1000000075 KC COI Disclosure	KC COI Disclosure - Demo 1 18 Jul LKI	SAVED	

2 items found, displaying all.

Take Action

Under **Action** there are four possibilities.

Symbol	Action	Requirement
	Acknowledge	This item requires your acknowledgement in order for the document to move forward in its process.
	Approve	This item requires that you review the details and make a decision to Approve, Disapprove, or Reject the document's contents.
	Complete	This item requires that you complete one or more sections of the document in order for the document to move forward in its process.
	For Your Information	This item is being routed to you for informational purposes only.

For any **Action** apart from **FYI**, you can go to the document that is indicated by clicking on the blue number under **Id** and you will be taken to the appropriate action. Clicking on the number after **FYI** gives you more information.

	Action	Id	Number	Type	Title
		5076		Streamlyne Research Notification	Proposal Development Key Personnel Reminder
		12170	1000000075	KC COI Disclosure	KC COI Disclosure - Demo 1 18 Jul LKI

Entering New COI Information

Going to the **Menu** at the top of the page clicking **Conflict of Interest** will pull down a menu containing all the actions you can take in the **COI Module**. Clicking on the name of the item will bring you either to a look up table to find that particular item or an action (e.g. edit something or complete an assigned disclosure) The entries with a **+ Create New** beside them allow you to enter a **new Disclosure or Outside Entity/Family Collaboration** by clicking on the **+ Create New** button. **Project Disclosures** can be entered by selecting **New Project Disclosures to Complete**. (See below)

Main Menu ▾ Identity ▾  Reporting

Da
the
:
on
1
1
1
1

Pre-Award
Negotiations
Post-Award
IRB
Conflict of Interest
Settings

My Outside Entities and Family Collaborations
Outside Entity or Family Collaboration **+ Create new**
View/Edit Outside Entities and Family Collaborations
All My Outside Entities and Family Collaborations

My Disclosures
Annual Disclosure **+ Create new**
Manual Disclosure **+ Create new**
Master Disclosure **+ Create new**
New Project Disclosures To Complete
All My Disclosures
All My Reviews

12000 200 Document Due Date: 08/31/2022; Lob
Lob
Lol
Lol

The General Structure of Streamlyne® Disclosures.

All Streamlyne® disclosures have the same general structure:

The screenshot shows the 'Update Annual Disclosure' interface. At the top, there is a title 'Update Annual Disclosure' with a help icon. Below it, a star icon and the text 'Bookmark this document' are visible. On the right side, there are three columns of information: 'Document Number : 12916', 'Disclosure Status : In progress', and 'COI Disposition : In progress'; 'Disclosure Number :', 'Review Status : In Progress', and 'Reporter : lobolucy@unm.edu'. The main content area has a red header 'Disclosure' with a dropdown arrow and an up arrow. Below this is a list of navigation items, each with a right-pointing chevron: 'Document Overview', 'Reporter', 'Screening Questionnaire', 'Questionnaire', 'Disclosed Projects', 'Notes & Attachments', 'Certification', 'Ad Hoc Recipients', and 'Route Log'. At the bottom right of the main area, there is a note '* Indicates required field'. At the bottom center, there are three buttons: 'Send Notification', 'Save', and 'Close'.

Clicking on the box or the > for each panel will expand it.

Document Overview

The screenshot shows the expanded 'Document Overview' panel. It has a red header with a dropdown arrow and the text 'Document Overview'. Below the header, there are three input fields. The first is labeled '* Description :' and has a pencil icon to its right. The second is labeled 'Explanation :' and also has a pencil icon to its right. The third is labeled 'Organization Document Number :'. All input fields are currently empty.

In **Document Overview**, you have a chance to enter your own description of the disclosure and an explanation. Clicking on the **pencil** icon will allow you to type more information.

Only the **Description** is necessary. Enter a name that will allow you to navigate to your **Disclosure** or **Outside Entity/Family Collaboration** easily. Ignore Organization Document number; in a future version of the **COI Module**, the request for this number will be eliminated.

Reporter

Reporter

Contact Information ?

Full Name : Lobo Lucy	User Name : lobolucy@unm.edu
Email Address : lobolucy@unm.edu	Office Phone : 505-433-1829
Primary Title :	Directory Title (S2S) : Professor
Home Unit : 045A	School :
Affiliation Type : Faculty	Campus Code : AB - Albuquerque
Employee Status : Active	Employee Type : Exempt Staff
NSF ID :	CITI User Name :
eRA Commons User Name :	Fax :
Pager :	Mobile :
Office Location :	Secondary Office Location :
Address Line 1 : 1 University of New Mexico	Address Line 2 :
Address Line 3 :	City : Albuquerque
County :	State : NEW MEXICO
Postal Code : 87131-0001	Country : United States

Show Unit Details

Show Training

1. **Reporter Information** is pulled in from information already in Streamlyne®. It will report your basic information including your **Unit**.
2. If you have a proposal, project or award through a **Unit** different from your home **Unit**, you can change it. Clicking **Show** next to **Unit Details** will allow you to specify a unit other than your home unit for this disclosure. In this case, Lobo Lucy needs to complete a disclosure for a project funded through the Center for Biomedical Engineering, even though her home department is in Anthropology.

	Unit/Department Name	* Unit Number	* Lead	Actions
Add:	(select)	<input type="text"/>	<input type="checkbox"/>	Add
1	Anthropology Department	045A	<input checked="" type="checkbox"/>	Delete

3. To enter a new **Unit** (e.g., Department or Center), she will click on the magnifying glass next to (select).

	Unit/Department Name
Add:	(select)
1	Anthropology Department

A search screen will appear:

Unit Lookup

Unit/Department Number:

Organization Id:

Campus Code:

Parent Unit Number:

Unit/Department Name:

Active: Yes No Both

Starts With Contains Exact

Search
Clear
Cancel

ORIC TIP: If you are searching for something in Streamlyne® use asterisks (*) around the word to get better results. It doesn't always make sense, but it is what Streamlyne® requires. Failure to do so will result in no or limited results. Then click **Search** in the red box at the bottom of the **Lookup** panel.

Unit Lookup

Unit/Department Number:

Organization Id:

Campus Code:

Parent Unit Number:

Unit/Department Name:

Active: Yes No Both

Starts With Contains Exact

Search
Clear
Cancel

Lucy has found that there are two Units that have Biomedical in the name. To select the Center for Biomedical Engineering, she will click on **return value**.

Return Value	Unit/Department Number	Unit/Department Name
return value	302A	Biomedical Engineering
return value	986A	Center for Biomedical Engineering

Then click **Add**.

	Unit/Department Name	* Unit Number	* Lead	Actions
Add:	Center for Biomedical Engineering <input type="text"/>	986A	<input type="checkbox"/>	Add
1	Anthropology Department	045A	<input checked="" type="radio"/>	Delete

Show Training

She will click the circle next to Center for Biomedical Engineering to make that the lead unit.

	Unit/Department Name	* Unit Number	* Lead	Actions
Add:	(select) <input type="text"/>	<input type="text"/>	<input type="checkbox"/>	Add
1	Anthropology Department	045A	<input type="checkbox"/>	Delete
2	Center for Biomedical Engineering	986A	<input checked="" type="radio"/>	Delete

At this point she will SAVE. Lobo Lucy *always saves* when she completes a section of her disclosures. You should too. The **Save** button is located in a red box at the bottom of the document you are working on. There are variations on it, but it is usually in a cluster of buttons.



- Clicking on **Training** will pull up all trainings Lucy has completed through Citi or Learning Central.

In this case, Lobo Lucy, has not completed any training. She will probably get an email from the COI office asking her to complete any required training or send us a certificate of completion.

Unit Details				
	Unit/Department Name	* Unit Number	* Lead	Actions
Add:	(select) <input type="text"/>	<input type="text"/>	<input type="checkbox"/>	Add
1	Anthropology Department	045A	<input checked="" type="radio"/>	Delete

Hide Training

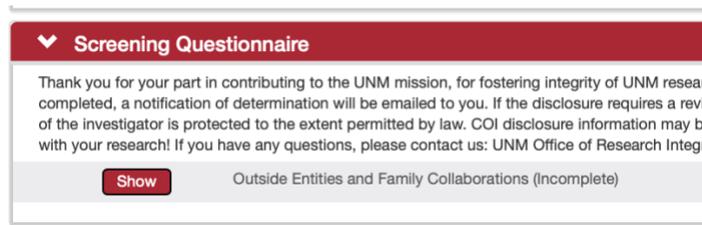
Training Details for : Lobo Lucy

Description	Date Completed	Expiration Date
-------------	----------------	-----------------

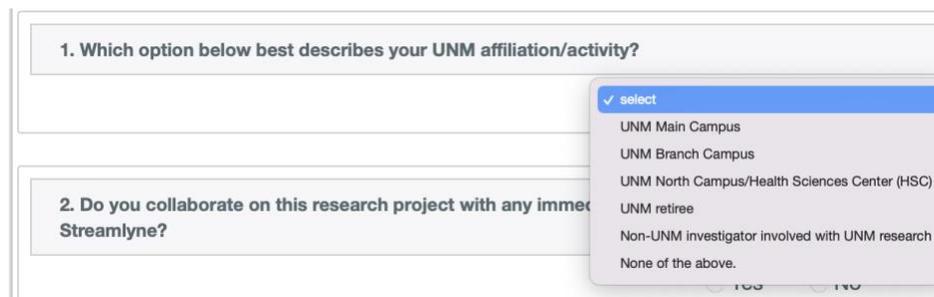
Screening Questionnaire

Each type of disclosure will start out with a **Screening Questionnaire**. This will provide information about your UNM affiliation and ask general questions about any **Outside Interests or Family Collaborations** you have associated with that particular disclosure. This aids in making certain that you have thought about all the possible types of conflicts that are inherent in research.

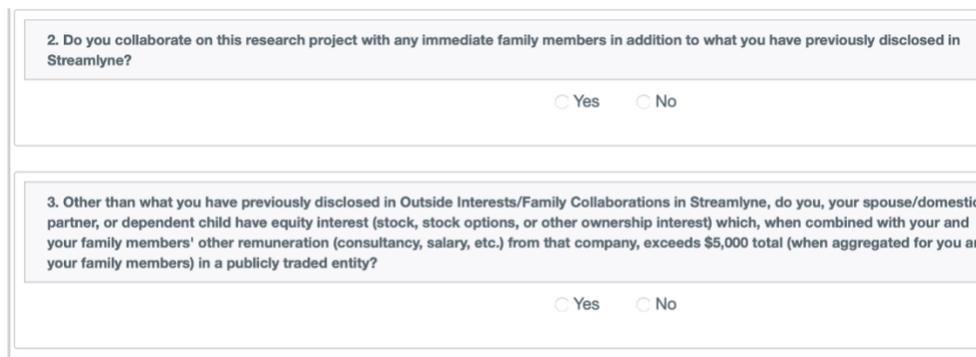
1. Access this questionnaire by clicking **Show** next to **Outside Entities and Family Collaborations**.



2. **Question 1** asks your affiliation to UNM through a pull-down menu.



3. **Questions 2-7** ask whether you have any **Outside Entities or Family Collaborations** that you have not previously disclosed over the last year in Streamlyne®. An affirmative answer will remind you to add, update or disclose these **Entities/Collaborations** in the **Manual Event and External Entity Panel**.



4. **Question 8** asks about any agreements that might create the appearance that you would prefer them over UNM or a federal funding agency in making decisions about your UNM research. An affirmative answer will ask you to further elaborate so the COI Committee can evaluate the situation.

8. Do you have an agreement, either formal or informal, in the U.S. or abroad, that could appear to give them preferential treatment over a U.S. funding agency or other sponsor of UNM research project(s) in which you are involved?

Yes No

8a. Identify the party/parties and describe the agreement that could appear to grant preferential treatment over a U.S. funding agency or other sponsor of UNM research project(s)? Descriptions need to be sufficient in nature for the COI Committee to determine whether there is a relatedness to or overlap with the UNM research and whether any potential or actual conflict(s) of interest in research may exist. Separately list foreign agreements under a sub-heading, "Foreign Agreement". Identify the relevant country.

0 of 5000

5. **Question 9** asks about any additional financial benefits you receive from your project beyond what was agreed to by the sponsor. An affirmative answer will ask you to further elaborate so the COI Committee can evaluate the situation.

The **Screening Questionnaire** is the longest of all questionnaires you will encounter in the **COI Module**. As such, make sure you **Save** it when you complete it.

Disclosure-Specific Questionnaire

Each type of disclosure will have specific questions for that type of disclosure. The different types of disclosure-specific questionnaires work together to provide the COI office and the COI Committee with a holistic view of each reporter's potential interests as well as reducing redundancy between disclosure types. These will appear below the **Screening Questionnaire**.

Relationships Questions

This section will have different titles depending on the disclosure, but it will generally look like this for project-based disclosures (**Project** and **Manual**):

Project & Financial Entity Relationships

[Proposal Number: 276](#) ⓘ

Disposition: Relationship Identified

Proposal Title: Comparing the microbiomes of Grey Wolves fed popcorn vs hotdogs. **Sponsor:** Kaiser Foundation Research Institute
Start Date: 2022-07-21 **End Date:** 2025-07-18 **PI Name:** Lobo Lucy

Hide Financial Entities (2/2 Reviews Complete)

Review	Entity	Related
	New Financial Entity	Apply to all: <input type="text" value="select"/>
1 View Entity Edit History Comments <input type="text"/>	Lobo Corp	<input type="text" value="No Known Relationship"/>
2 View Entity Edit History Comments <input type="text"/>	Lobo Louie	<input type="text" value="Relationship Identified"/>

And this for cumulative disclosures (**Annual** and **Master**):

Disclosed Projects

Disclosed Projects (Grouped by Projects) ⓘ [Group by Projects](#) [Group by Financial Entity](#)

Event	Project Id	Project Title	Disposition Status	Disclosure Status
Show Proposal	281	Relationship of Captivity State and Microbiome on Pelt Glossiness in Canis lupus baileyi	Relationship Identified	Approved
Show Proposal	279	Test of RAN proposal	No Known Relationship	Approved

Within the cumulative disclosures you can update any **Project Disclosures** or **Outside Entities/Family Collaborations** by clicking on **Show**. This is the only way to update **Project Disclosures**.

Notes and Attachments

Sometimes, you will be asked, either within a **Disclosure**, while entering or editing an **Outside Entity or Family Collaboration**, or, subsequently, by the COI Committee to provide a contract, agreement, explanation or more information to be reviewed in the context of your **Disclosures**. You can do this in the **Notes and Attachments** panel. It can be opened by clicking the **>** next to it.

Notes & Attachments

Notes (0)

Add

* Note Topic

Project Name

Note Type

Financial Entity

* Comments

Add

New Attachment

*

Attachment Type :

Contact Name :

Project :

Financial Entity :

Uploaded By :

Posted Timestamp :

Email :

Phone :

Comments :

Description :

* File no file selected

Name :

Add

11:00 AM | UN

1. How to add a note

Each note requires you to enter a **Topic** and a **Comment**. Clicking on the pencil icon of Comments will expand the box for you to enter more information if needed. Enter text into the **Comments** and select **Add**.

Notes (0)

Add

* Note Topic

Project Name

Note Type

Financial Entity

* Comments

Add

You also have the option in some disclosures of specifying a note type and associating it with a **Project** or **Outside Entity/Family Collaboration**. This can be useful if the COI Office or Committee asks for additional information.

After submitting, the note will become part of the record.

Notes (1)

Add

* Note Topic

Note Type

* Comments

Project Name

Financial Entity

1	Created By Lucy, Lobo 07/29/2022 10:12 AM	Note Topic Change in PI	Project Name	Restricted View No
	Updated By Lucy, Lobo 07/29/2022 10:12 AM	Note Type	Financial Entity	
		Comments Starting 9-01-2022 I will no longer be the PI on this project.		<input type="button" value="Edit"/> <input type="button" value="Delete"/>

2. How to add an attachment

Sometimes you might want to add an **Attachment** to a disclosure (for example a statement of work or abstract to a manual disclosure or a communication from a program officer regarding personnel on a project disclosure).

You can do this in the **Attachment** section in the **Notes and Attachments** panel.

*

Attachment Type :

Contact Name :

Project :

Financial Entity :

Uploaded By :

Posted Timestamp :

Email :

Phone :

Comments :

Description :

* File Name : no file selected

You will need to specify an **Attachment Type** from a pulldown menu. The **Attachment Type** is specific to each type of **Disclosure** or **Outside Interest/Family Collaboration** submission.

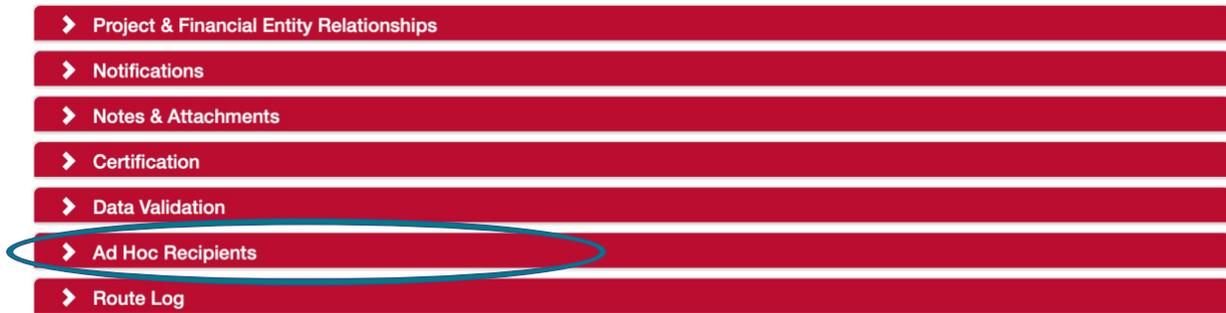
You can also add other relevant information. In this case, Lobo Lucy associated the attachment with a project and an **Outside Entity**.

To add the attachment, choose and upload the file and then select **Add**.

Ad Hoc Recipients

You can forward information on completion of your disclosure to other people. This is helpful if, for example, you want your PI notified that you have completed your disclosure.

Click on **Ad Hoc Recipients**.



Select what you would like the recipient to do from the pulldown menu under **Action Requested**.



Enter their email address and then click **Add**.



The person will receive an email notification and it will appear in their **Action List** the next time they log in.

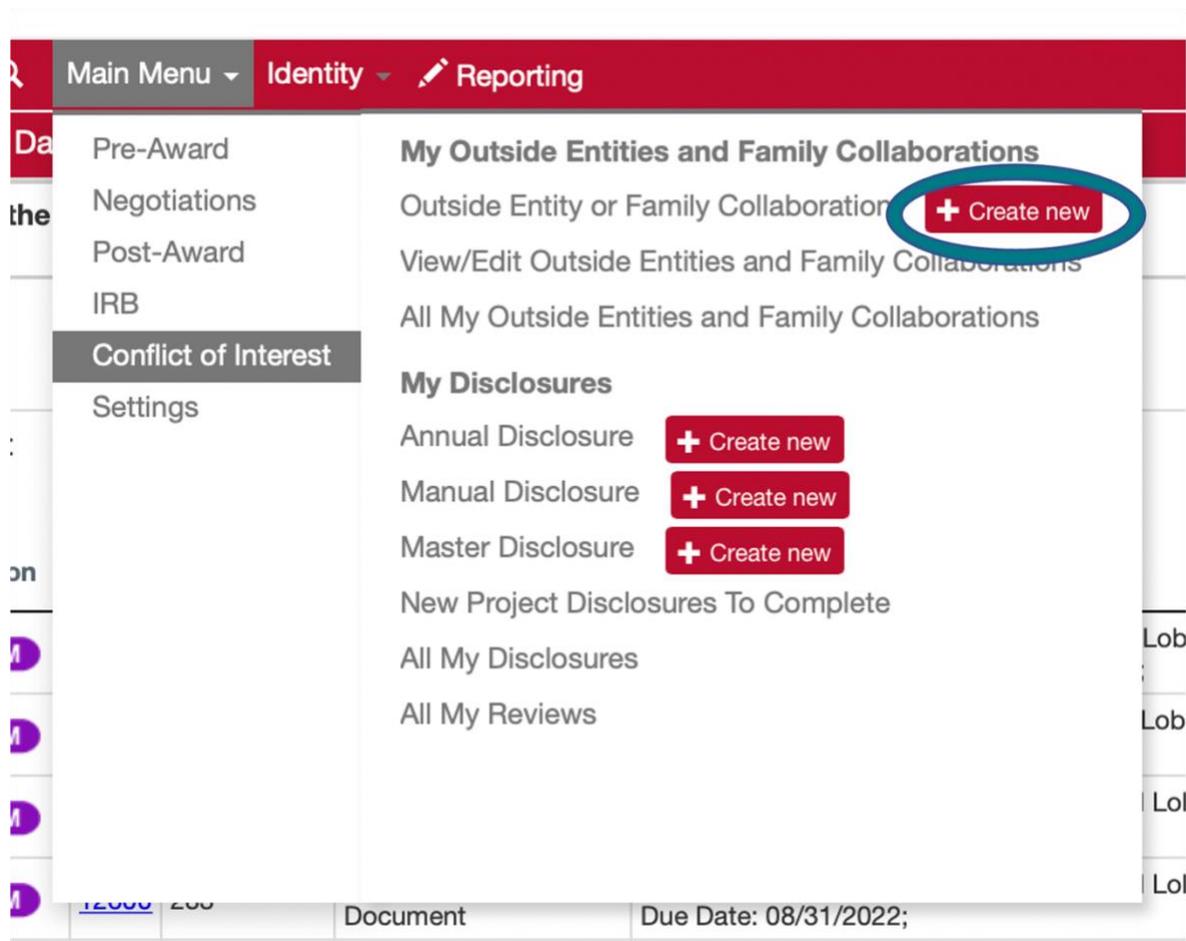
Outside Interests and Family Collaborations

This is where you will tell the COI Committee details about your relationship with entities outside of UNM and disclose any family collaborations you may have that may relate to your research. Once you have entered either an **Outside Entity** or **Family Collaboration**, it will populate the **Event** and **Outside Entities/Family Collaborations** section of each disclosure type, meaning you only need to enter this information once for each outside entity or family collaboration. This makes it easier to keep track of your outside interests as well as avoiding adding duplicative information on each disclosure.

Entering a new Outside Interest or Family Collaboration

There are two ways to enter a new Outside Interest or Family Collaboration.

The first is from the **Menu**.



The screenshot shows a navigation menu with a red header bar containing 'Main Menu', 'Identity', and 'Reporting'. A dropdown menu is open under 'Identity', listing options like 'Pre-Award', 'Negotiations', 'Post-Award', 'IRB', 'Conflict of Interest', and 'Settings'. The 'Conflict of Interest' option is highlighted. To the right, a sub-menu titled 'My Outside Entities and Family Collaborations' is visible, containing links for 'Outside Entity or Family Collaboration', 'View/Edit Outside Entities and Family Collaborations', and 'All My Outside Entities and Family Collaborations'. The 'Outside Entity or Family Collaboration' link has a red '+ Create new' button next to it, which is circled in red. Below this, the 'My Disclosures' section lists 'Annual Disclosure', 'Manual Disclosure', and 'Master Disclosure', each with a red '+ Create new' button. At the bottom of the sub-menu, there are links for 'New Project Disclosures To Complete', 'All My Disclosures', and 'All My Reviews'. The footer of the page shows 'Document' and 'Due Date: 08/31/2022;'.

The second is from within a project-type disclosure (**Project** or **Manual**) in the **Project** (or **Manual Event**) and **Financial Entities** section.

Hide		Outside Entities and Family Collaborations (0/10 Reviews Complete)	
Review		Entity	
		New Outside Entity or Family Collaboration	Apply to all:
1	View Entity Edit History Comments <input type="text"/>	International Discovery	
2	View Entity Edit History Comments <input type="text"/>	Lobo Corp	
3	View Entity Edit History Comments <input type="text"/>	Lobo Louie	
4	View Entity Edit History Comments <input type="text"/>	Lobo Louie	

Entering a new **Family Collaboration**

1. In the **Outside Entity or Family Collaboration Details** panel, enter the person's name and address.

Outside Entity or Family Collaboration Details

* Entity Name : Lobo Louie	* Entity Type : select
Sponsor Code : <input type="text"/>	* Status Code : select
* Address Line 1 : 1234 Lobo Way NE	State : NEW MEXICO
Address Line 2 : <input type="text"/>	* Country Code : United States
Address Line 3 : <input type="text"/>	* Postal Code : 87206
* City : Albuquerque	Website : <input type="text"/>

2. Select **Family Collaboration** under the **Entity Type** pulldown menu:

▼ **Outside Entity or Family Collaboration Details**

* Entity Name :

Sponsor Code :

* Entity Type :
 ✓ select
 Family Collaboration
 US State/Local Government
 US Private-For Profit

3. Select **Active** under **Status Code**. This is easy to miss but it will cause an error if you forget.

* Entity Type :

* Status Code :
 ✓ select
 Active
 Inactive

4. Ignore **Sponsor Code**.

* Address Line 1 :

Address Line 2 :

Address Line 3 :

* City :

State :

* Country Code :

* Postal Code :

Website :

5. The next panel is the **Questionnaire**. This is where you enter the details of how you interact with your family member (spouse/domestic partner, dependent child) on your research. Select **Family Collaboration** under the question **What are you reporting?** This will trigger a **Family Collaboration**-specific set of questions.

Questionnaire

Hide Outside Entity Required Questions (Incomplete)

Questions Print

What are you reporting?

Familial Collaboration

6.

7. Answer the next 3 questions. Be as complete as possible so that the COI Committee can get a complete picture and avoid follow up emails from the COI office.

2. Identify the family members and the family relationship to yourself. [More Information...](#)

Lobo Louie, Spouse
18 of 50

3. Describe how your areas of research and expertise are similar or different in general. [More Information...](#)

I study the intestinal microbiomes of Mexican Grey Wolves. Louie studies metabolic markers of Mexican Grey Wolf health 🗨️
120 of 5000

4. For the projects on which you interact, explain the role(s) of family member(s) collaborating and describe how their role(s) is/are similar or different from your role. Descriptions need to be sufficient in nature for the COI Committee to determine whether any potential or actual conflict of interest in research may exist. [More Information...](#)

We collaborate on projects regarding the health of Mexican Grey Wolves based on diet, captivity state, and other environmental conditions 🗨️
137 of 5000

- a. Select the proper answer regarding whether you have supervisory roles over one another.

5. Do you have supervisory roles over each other in regard your projects?

Yes No

- b. If you do, answer the question that pops up in response.

5a. Describe the supervisory role(s) and specify the direction of the supervision.

Each of us serves as PI on different projects. The direction depends on PI. 

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You will be able to explain further in different projects (which should indicate who is the PI, etc).

8. Ignore **Relationship Details**, **Notes** and **Attachments** (unless you are later asked to fill them out).
9. Click **Save** at the bottom.
10. Click **Submit** at the bottom.



The screenshot shows a web interface with a red header bar. On the left, there are two small red icons: a downward arrow and an upward arrow. In the center, a grey notification box displays the message "Document was successfully saved." with a close button (x). On the right, there is a small circular icon and the text "* Indicates required field". Below the header, there are two red navigation bars with white text and right-pointing arrows: "Data Validation" and "Route Log". At the bottom, there is a row of five red buttons: "Send Notification", "Submit" (circled in blue), "Save", "Reload", and "Close".

11. If there are no errors, you should see the following screen:

Holding Page

The document is being processed.
You will be returned to the document once processing is complete.
You can also return to the Action List by clicking below.

[Return to Action List](#)

12. You should then be directed back to your **Family Collaboration** where you can review it and make any changes or save it. This **Family Collaboration** will be available in all COI disclosures, where you can report relationships with it.

13. Errors: For **Family Collaborations**, the most common errors are:

- a. Failure to select **Status Code** in the **Outside Entity and Family Collaboration Details** panel.

* **Status Code :**

- b. An incomplete **Outside Entities Questionnaire**

▼ **Questionnaire**

Hide Outside Entity Required Questions (Incomplete)

Questions **Print**

Correct these errors **SAVE** and **Submit** again!

Submitting Outside Entities

1. Click on the > next to **Outside Entity or Family Collaboration Details**

> **Outside Entity or Family Collaboration Details**

> **Questionnaire**

> **Relationship Details**

> **Attachments**

> **Notes**

Submit **Save** **Close**

- c. If the **Outside Entity** is not a known sponsor of UNM research, complete the information in this panel. As follows:
- Enter the name of the **Outside Entity**.
 - 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 but 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

Address Line 2 :

Suite 10

Address Line 3 :

* **City :**

Albuquerque

State :

NEW MEXICO

* **Country Code :**

United States

* **Postal Code :**

87108

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.



- d. 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**.

Sponsor Code :




- b. You will be taken to a **look up 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.

- 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	* Status Code : select
Takeda Pharmaceuticals North America	
* 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**. 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 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

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



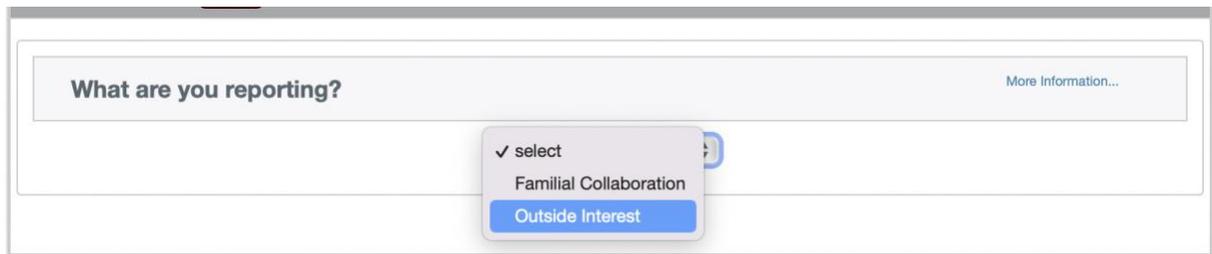
f. Click the > next to the **Questionnaire** to open it.



g. Click **Show** next to the **Outside Entity Required Questionnaire**.



h. Select **Outside Interest** from the pulldown menu. This will trigger the appropriate questionnaire.



i. 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



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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.



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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



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

[More Information...](#)

None



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

[More Information...](#)

None



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j. **SAVE.**

- k. 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.
- 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 screenshot shows a form section titled "INTERESTS" with three columns: "Self", "Spouse/Domestic Partner", and "Dependent Child". There are three rows of interest types: "Ownership Interest", "Stock", and "Stock Options". Each row has a dropdown menu for percentage ranges and a "select" button. A dropdown menu is currently open over the "Ownership Interest" row, showing the following options:

- ✓ select
- <1%
- 1-4%
- 5-9%
- 10-19%
- 20-49%
- 50-75%
- 76-100%

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.

The screenshot shows a form section for "Stock" and "Stock Options". Each row has a dropdown menu for dollar amounts and a "Comments" box. A dropdown menu is currently open over the "Stock" row, showing the following options:

- ✓ 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

- 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 (those that are held through UNM Rainforest Innovations and that are licensed by the company need not be reported). For **Intellectual Property**, please provide the information on the intellectual property (*i.e.*, title, application number, patent number, trademark information, copyright information, etc.) in the comment box.

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
Consulting Fees	select Comments <input type="text"/>		
Honoraria			
Paid Authorship			

✓ 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

- 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	select	select
Copyright Income	select		
Other Licensing Income	select		

✓ 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

- 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**.

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, redact) proprietary information as your disclosures and associated documents are discoverable by 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

- n. 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 My spouse and I divorced in August 2022. In the proceedings, he retained	Delete
	Posted Timestamp 08/25/2022 09:34 AM			

- o. 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.



- p. If you have an error, the following will appear at the top of the disclosure after you submit.

1 error(s) found on page.

• Document was successfully saved.

Look through your disclosure to find what wasn't 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.

A newer version of the questionnaire has been published. An update is required.

Copy the answers from the old version of questionnaire to the new one. Only questions that have been changed in the new version will have to be answered.

Do not copy answers from previous version of the questionnaire. Every question in the new version of the questionnaire will have to be answered.

Update

The most common errors made when entering **Outside Entities** are:

- 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 :

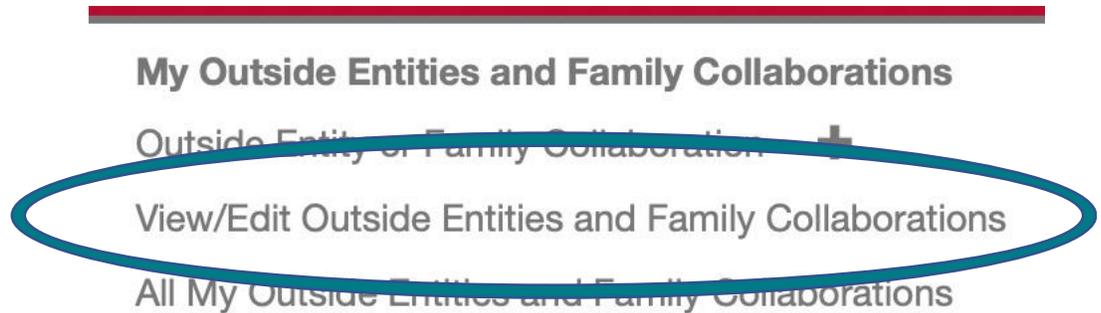
- The question about foreign subsidiaries was not answered in the **Outside Entity and Family Collaboration Details Panel**.

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

Select

Remember to **SAVE** and **SUBMIT** after correcting your errors.

- q. **Editing Outside Entities.** Sometimes, relationships with **Outside Entities** will change over time. You can reflect these changes by editing an already saved **Outside Entity**.
- From the **Main Menu** select **View/Edit Outside Entities**.



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

Outside Entities and Family Collaborations - Lobo Lucy			
Hide Active Outside Entities and Family Collaborations			
	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

- Select the **Entity or Collaboration** by clicking **Edit**.



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

Disclosure Questionnaires

Introduction

Each type of disclosure will have questionnaires specific to it that relate to type of disclosure you are submitting.

Completing the project disclosure



When you click **Show** on this questionnaire, you will answer 5 questions related to your specific project.

1. The first question relates to your role on the project. Please provide sufficient detail so that the COI Committee can evaluate the relationship of your work on this project to any outside entities or family collaborations.

For example:

We are measuring the Gi of *Canis lupus baileyi* in response to the diversity of Gram negative coliforms in the post cecal region of the colon and relating it to BMI, BMR. I will be using 16S/ITS amplicon sequencing to calculate beta diversity.



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Is probably better worded as

We are measuring how nutrition effects the microbiome of Mexican Gray Wolves and correlating this to how how glossy the coats are. I will be in charge of identifying the types and distribution of microorganisms within the samples.



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You will then be asked if your project involves vertebrate animal or human subjects. These questions allow us to provide needed information to the IRB and IACUC offices.

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

The next question will trigger specific questions require by PHS/NIH and DOE. If you have PHS/NIH or DOE (including National Labs) funding, you should answer **Yes** to **Question 4:**

4. Is this project funded by PHS/NIH or DOE? [More Information...](#)

Yes No

Doing so will pull up a travel questionnaire, **required** by both PHS/NIH and DOE.

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.

Yes No

Answering **Yes** to this question will pull up a dynamic table for you to enter information.

4a-1. Please fill out the table below. 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. [More Information...](#)

Action	Traveler	Sponsor of travel	Destination	Dates	Purpose of travel
+					

Action
+

Click on the plus under **Action** will result in a new row of a table appearing.
Enter the requested information:

4a-1. Please fill out the table below. Note: Travel sponsored by the following institutions does NOT need to be reported: U.S. federal, state government agencies; U.S. institution of higher education; or U.S. academic teaching hospital, medical center, or research institute that is with a U.S. institution of higher education.

Action	Traveler	Sponsor of travel	Destination	Dates	Purpose of travel
Delete	<input type="text" value="Lobo Lucy"/>	<input type="text" value="International Bioenergy"/>	<input type="text" value="Munich, Germany"/>	<input type="text" value="21-25 July 2022"/>	
+					

A separate row must be completed for each person (you or your immediate family) that traveled related to your UNM responsibilities.

Finally, if you have DOE (including National Lab) funding, you must complete a DOE-specific Certification.

This is covered in [Question 5](#):

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).

Answering [Yes](#) will reveal two more questions.

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.

Yes No

Please type name and academic title

0 of 100

You must answer **AFFIRMATIVELY** to the first and type your **full name** (as it would appear in your signature) and **academic title** in this section or your disclosure will be rejected.

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...](#)

Lobo Lucy, Professor, Anthropology

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SAVE.

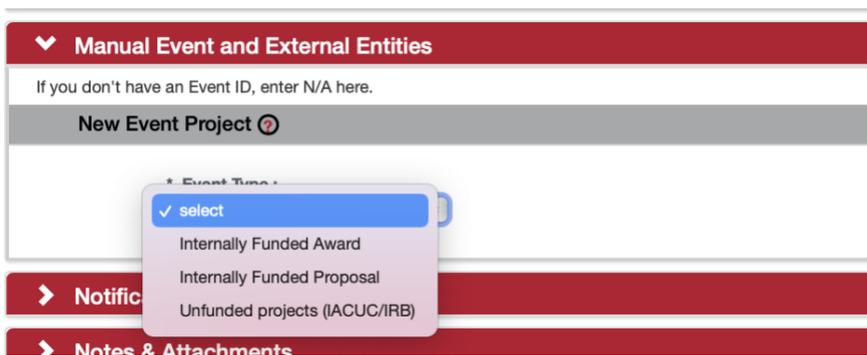
Manual Disclosure Questionnaires

Manual disclosures are required in the following instances

1. If you are applying for internal funding that requires a proposal but doesn't go through OSP (*e.g.*, RAC, WeR1 SURF).
2. If you are received internal funding that requires a proposal but doesn't go through OSP (*e.g.*, RAC, WeR1 SURF).
3. If you have an unfunded project that requires IACUC approval (involves human subjects). (IRB/human subjects research is addressed through an IRB-specific disclosure.)

Manual Event

1. Click the > next to **Manual Event and External Entities**.
 - a. You will be asked to choose the type of manual disclosure you want to complete.



- b. Select from among the following choices:
 - i. **Internally Funded Award**: For RAC, WeR1 Surf and other internally funded awards that require a proposal.
 - ii. **Internally Funded Proposal**: For RAC, WeR1 Surf and other internally funded programs that require a proposal, but do not go through OSP.
 - iii. **Unfunded IACUC**: For IACUC protocols that do not have funding through OSP. IRB protocols (both funded and unfunded) will have separate disclosures under project disclosures. See Tip Sheet called: **How to Complete an IRB Disclosure**.
- c. If you do not have a UNM document number (you likely won't) enter N/A in that field. Then enter the title of the award/proposal/protocol. Click **Add**.

Manual Event and External Entities

If you don't have an Event ID, enter N/A here.

New Event Project ?

* Event Type :
Internally Funded Award

* Event ID:
N/A

* Event Title:
Effect of High Altitude (>3000 m) on the nasal biofilms of Canis lupus baileyi

Add

2. You will then be taken to the correct type of questionnaires for the selected type of **Manual Disclosure**.
3. You will next complete the **Questionnaire** associated with your Award/Proposal/Protocol. These questionnaires ask basic questions about the project and your role in it.
 - a. For all Award/Proposal/Protocol Disclosures click the > next to **Questionnaire**.

Questionnaire

Manual Event and External Entities

Notifications

Notes & Attachments

Certification

Data Validation

Ad Hoc Recipients

Route Log

Send Notification Save Reload Close

- b. For an **Internally Funded Award** the **Questionnaire** will first ask for information related to the project, including **Sponsor**, **Title**, **Name of the PI** and **Award dates**.

1. Sponsor Name	RAC	3 of 30
2. Title of Project	Effect of High Altitude on The Nasal Microbiomes of Canis lupus <u>baleyi</u>	70 of 200
3. Name of PI	Lobo Lucy	9 of 50

- c. For **Internally Funded Projects**, the **Questionnaire** will ask about the **Sponsor**, **Title** and **PI**.

1. Sponsor Name	RAC	3 of 30
2. Title of Project	Effect of High Altitude on Nasal Microbiomes of Canis lupus <u>Balley</u>	68 of 100
3. Name of PI	Lobo Lucy	9 of 50

- d. For both **Internally Funded Awards** and **Projects**, the **Questionnaire** will ask for information regarding your role and whether or not vertebrate animal or human subjects will be the subject of your study. Note: the numbers will be different between the Internally Proposals and Projects because different initial questions were asked, but these questions will be the same.

5. Please provide a brief, non-technical description of this project or protocol and indicate your role on it.

I am the PI and will be responsible for analyzing the microbiomes of the nasal swabs taken from Grey Wolves at low and high altitude. 

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6. Does this research involve Animal (non human) subjects?

Yes No

Please contact The Office of Animal Care Compliance (<https://hsc.unm.edu/research/compliance/oacc.html>) before beginning research.

7. Does the research involve human subjects or identifiable private data?

Yes No

- e. For IACUC Protocols, the questionnaire will ask for the Title of the project, the PI, the IACUC Protocol number, a description of your role on the project and whether this project also involves human subjects.

1. Title of Project

Effect of High Altitude on the Nasal Microbiome of Canis lupus Bailey 

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2. Name of PI

Lobo Lucy 

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3. IACUC Protocol Number

1234567-1

4. Please provide a brief, non-technical description of this project or protocol and indicate your role on it.

This project examines the effect of living above 8,000 feet on the nasal Microbiomes of Mexican Grey Wolves. Samples will be taken from anesthetized animals by my colleague, Lobo Louie. I will analyze the microbiomes. 

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5. Does the research involve human subjects or identifiable private data?

Yes No

4. SAVE.

Annual Disclosure Questionnaires

1. Click on the > next to the Questionnaire tab.

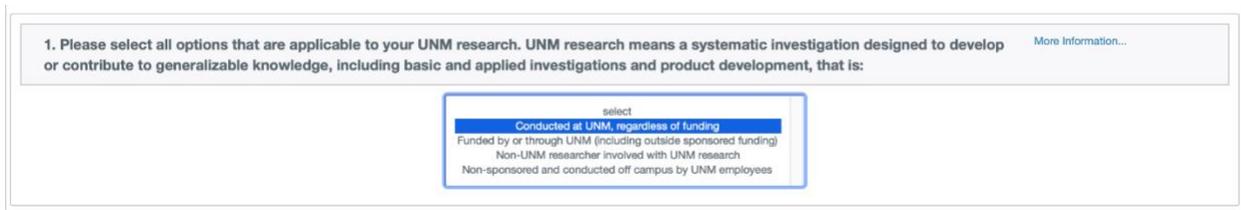
> Questionnaire

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



The screenshot shows a red header bar with a white downward arrow and the word "Questionnaire". Below this is a grey bar with a red "Show" button and the text "COI Annual Disclosure (Incomplete)".

3. **Question 1** asks about your UNM Research. You can select more than one answer by holding down the shift or control keys while selecting the most appropriate role.

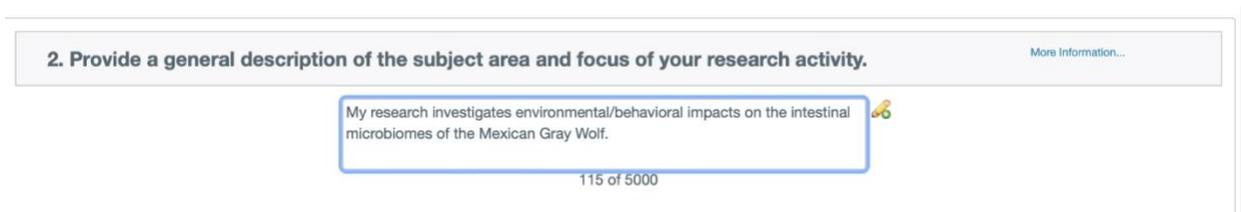


1. Please select all options that are applicable to your UNM research. UNM research means a systematic investigation designed to develop or contribute to generalizable knowledge, including basic and applied investigations and product development, that is: [More Information...](#)

select

- Conducted at UNM, regardless of funding
- Funded by or through UNM (including outside sponsored funding)
- Non-UNM researcher involved with UNM research
- Non-sponsored and conducted off campus by UNM employees

4. **Question 2** asks about you to provide a general description of your research. Please provide a general, non-technical, description that is specific enough for the COI Office/COI Committee to be able to assess the relationship between your research and any outside interests.

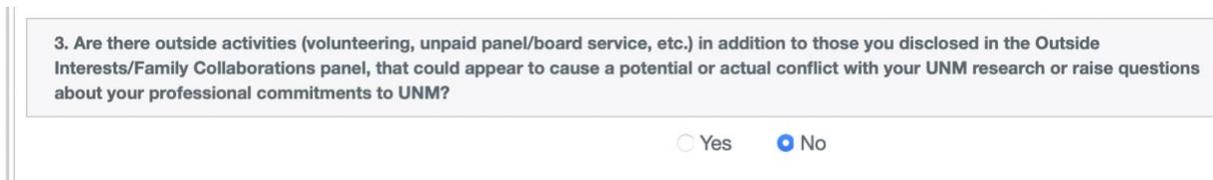


2. Provide a general description of the subject area and focus of your research activity. [More Information...](#)

My research investigates environmental/behavioral impacts on the intestinal microbiomes of the Mexican Gray Wolf. 🐾

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5. **Question 3** asks about any unpaid outside relationships you may have that is relevant to your research or institutional responsibilities. Sometimes people forget about these and we want to remind you.



3. Are there outside activities (volunteering, unpaid panel/board service, etc.) in addition to those you disclosed in the Outside Interests/Family Collaborations panel, that could appear to cause a potential or actual conflict with your UNM research or raise questions about your professional commitments to UNM?

Yes No

6. **Question 4** asks whether you have disclosed all your outside interests and relationships relevant to your **Research** in the disclosed **Projects** panel. (You might want to **SAVE** before you check this out).

Master Disclosure Questionnaire

Research life is dynamic and sometimes there are changes to your research program or circumstances that will affect possible conflicts of interest with your research., The **Master Disclosure** encompasses all **Project**, **Manual**, and **Annual Disclosures** and is used to update disclosures and add new relationships or information to them that might not have been in place at the time of the original disclosure.

1. **Question 1** asks whether you are making changes associated with a previously reported **Project** or **Manual Disclosure**. Because Streamlyne® gathers information through projects, most changes you will make will be reflected in edits to them through the **Master**.

1. Are you reporting a change to a project or an event? [More Information...](#)

Yes No

Please summarize the changes you are making. [More Information...](#)

Adding Lobo Louie an investigator on my NSF grant. 🍌

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- a. **Question 1a** reminds you to update any **Outside Entities** or **Family Collaborations**, if needed.

1a. Do these changes require an update of Outside Entity or Family Collaboration? [More Information...](#)

Yes No

Please update the Outside Entity/Family Collaboration below.

- b. **Question 1b** asks if you are reporting a new **Outside Entity** or **Family Collaboration**. This will aid the COI office what to look for.

1b. Are you adding a new Outside Entity or Family Collaboration? [More Information...](#)

Yes No

- c. **Question 1c** asks about any additional travel you need to add to a **Project Specific Disclosure**. This is only relevant for NIH and DOE disclosures. If you are, you will be asked to complete a dynamic table. Start by clicking the red +

1c. Are you reporting a change to travel in the preceding 12 months, or in the next 12 months, for which you been/ will you be reimbursed, compensated, or sponsored for travel (foreign and domestic) related to your UNM Institutional Responsibilities and that you have not previously disclosed? Reminder: Sponsored/reimbursed travel taken by the investigator's spouse and dependent children must be disclosed if the travel is related to the investigator's UNM Institutional Responsibilities. [More Information...](#)

Yes No

Please complete the table below 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. Check yes when completed [More Information...](#)

Action	Destination	Dates	Purpose of travel	Sponsor of travel	Traveler
+					

- d. **Question 1d** asks about any previously unreported gifts you have received and asks you to enter a new **Outside Entity** for these gifts. An affirmative answer will further ask for details about foreign gifts.

1d. Are there previously unreported gifts, donations, other support, through the UNM Foundation or through other sources, directed to your UNM research or you personally yourself or to the UNM research activity with which you are involved? Include gifts, donations, support from both foreign and domestic sources. NSF-funded researchers: This question applies to the prior 12-month period; as well as to the next 12 months. [More Information...](#)

Yes No

Please fill out a new Outside Entity and report this gift.

Are any of these gifts from a foreign source? [More Information...](#)

Yes No

Identify the relevant country. [More Information...](#)

Wakanda

- e. **Question 1e** asks about any new intellectual property that needs to be reported. An affirmative answer will result in a reminder to enter this information in a new **Outside Entity**.

1e. Other than through UNM Rainforest Innovations, and those listed in Financial Entities, do you, your spouse or domestic partner, or your dependent children have intellectual property (IP) rights, e.g., patents, trademarks, copyrights, royalties, etc., in the U.S. or abroad? NSF-funded researchers: This question applies to the prior 12-month period as well as to the next 12 month period. [More Information...](#)

Yes No

Please fill out a new Outside Entity and disclose this IP

Please save this disclosure and fill out a new Outside Entity/Familial Relationship. When you return to this disclosure check yes. [More Information...](#)

Yes No

- 2. **Question 2** asks about any additional benefits you derive from your research that you have not previously reported. An affirmative answer will result in a request for more information.

2. Do you have any agreement regarding additional financial benefits from the research, beyond what is described in previous disclosures or financial entities, for the UNM research project(s) in which you are involved? [More Information...](#)

Yes No

Describe this agreement. The description must be sufficient in nature for the COI committee to determine if there is relatedness or overlap with your UNM research. [More Information...](#)

I am getting a consulting fee from JPL to help them design spacecraft more adapted to lupine flight. 📎

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- 3. **Question 3** reminds you to review everything in the **Disclosed Projects** section because editing the projects will be the way you report changes.

3. Please complete and review all entries in the Disclosed Projects section. Select Yes, once you have done so.

[More Information...](#)

Yes No

4. **Question 4** asks to which projects the changes apply. This is a heads up to the COI Office regarding which projects we need to review.
5. **SAVE!**

Relationships Section

The relationship questions are where you can either relate your **Outside Entities** and **Family Collaborations** to your projects or where you edit those relationships. Within this section, you can also add additional **Outside Entities/Family Collaborations** and relate them to your projects. ***Make sure you save before you start this section.*** Either editing projects or adding/editing **Outside Entities/Family Collaborations** will result in you exiting the disclosure you are working on and if you do not save, you will have to redo the previous questionnaires within a disclosure.

Project and Financial Entity Relationships: Project and Manual Disclosures

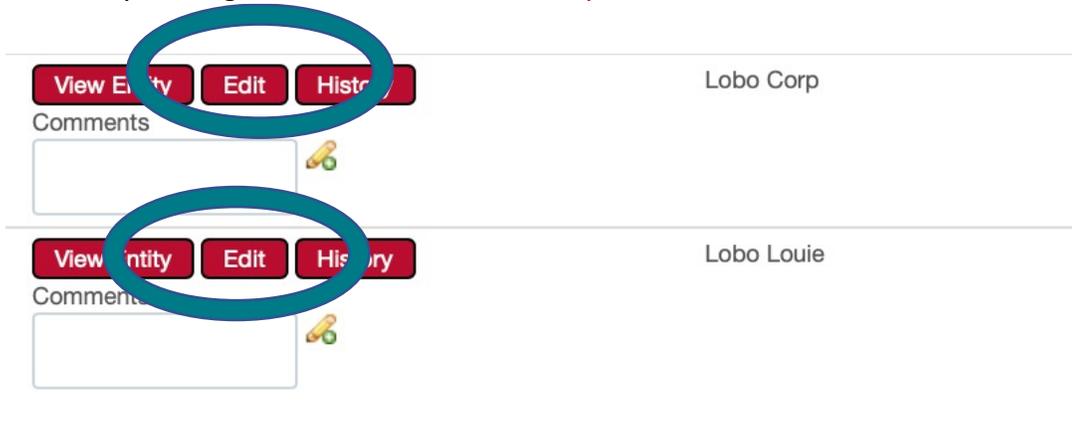
This section allows responders to indicate specific relationships (if any) between their **Projects** and reported **Outside Entities** or **Family Collaborations**

1. In the case of Lucy Lobo's grant proposal, "Comparing the microbiomes of Grey Wolves fed popcorn vs hotdogs", there is No Known Relationship with her entity LoboCorp but she is collaborating with her brother Louie on certain aspects, so she has selected Relationship Identified for the Family Collaboration she has identified earlier.

The screenshot displays the 'Project & Financial Entity Relationships' section for Proposal Number 276. The disposition is 'No Known Relationship'. The proposal title is 'Comparing the microbiomes of Grey Wolves fed popcorn vs hotdogs', with a start date of 2022-07-21 and an end date of 2025-07-18. The sponsor is Kaiser Foundation Research Institute and the PI is Lucy Lobo. The interface shows a table of financial entities with columns for 'Review', 'Entity', and 'Related'. Two entities are listed: Lobo Corp and Lobo Louie. Lobo Corp has a 'No Known Relationship' and Lobo Louie has a 'Relationship Identified'. Each entity row includes 'View Entity', 'Edit', and 'History' buttons, a 'Comments' field, and a 'New Financial Entity' button. The 'Apply to all' dropdown is set to 'select'.

Review	Entity	Related
1	Lobo Corp	No Known Relationship
2	Lobo Louie	Relationship Identified

2. Within this section you can also click on **New Outside Entity/ Family Collaboration** if you realize that you have a previously undisclosed **Outside Entity** or **Family Collaboration**. Doing so will bring you to a page to submit a new **Entity/Collaboration**. COI Tip: **We recommend that you save your disclosure before doing this, because once you submit the new Entity/Collaboration you will be directed back to your Action List and will need to resume your disclosure.**
3. If you have a change to report on an **Entity/Collaboration**, you can also do that from this section by clicking **Edit** to the left of the **Entity/Collaboration** name.



This will take you to the particular **Entity/Collaboration** for editing. Once again, after you save your changes to the **Entity/Collaboration**, you will be taken back to your **Action List**.

Cumulative Disclosures (Annual and Master).

In **Annual** and **Master Disclosures**, you will be able to review and change previously completed **Disclosures** and **Outside Entities** or **Family Collaborations**.

The default layout is to show all submitted (**Certified**) disclosures.

Disclosed Projects					
Disclosed Projects (Grouped by Projects)					
				Group by Projects	Group by Financial Entity
	Event	Project Id	Project Title	Disposition Status	Disclosure Status
	Proposal	288	Effect of High Altitude Flight on Microbiomes of Canis Lupus	No Known Relationship	Approved
	Proposal	281	Relationship of Captivity State and Microbiome on Pelt Glossiness in Canis lupus baileyi	Relationship Identified	Approved
	Proposal	279	Test of RAN proposal	No Known Relationship	Approved

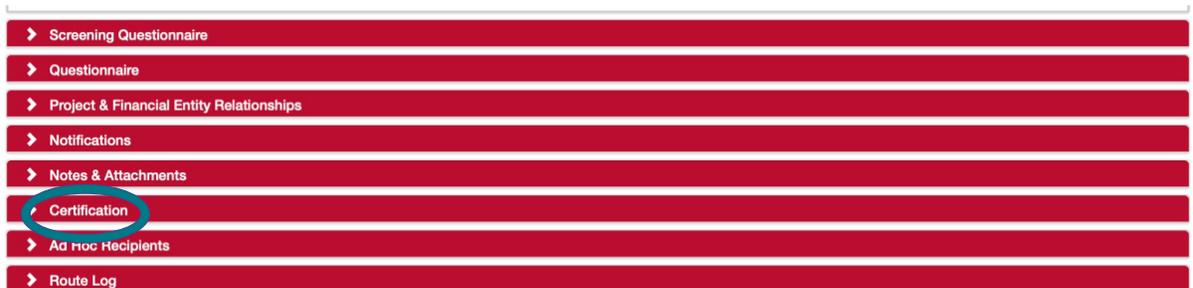
If you want to see the projects listed by **Outside Entities** and **Family Collaborations**, you can do that by clicking **Group by Outside Entity** or **Family Collaboration**.



Certifying Your Disclosure

The final step in the **Disclosure** process is certifying the disclosure. This process not only submits your disclosure but certifies that it is complete according to federal regulations and UNM policy. You cannot submit a disclosure without certifying it.

You can find the certification here:



Click on it and the following will open:

A screenshot of the 'Certification' form. At the top, it says 'Certification' with a refresh icon. Below that is a consent statement: '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.' Below the statement is a checkbox labeled 'Certification - Not yet certified'. To the right of the checkbox is the text: 'In submitting this disclosure, I certify that the information provided is true to the best of my knowledge.' Below this are two fields: 'Reporter' with the value 'Lobo Lucy' and 'Certification Date' with the value 'N/A'. There are two buttons: 'Submit' and 'Print'.

Click in the box and press **Submit**.

Certification - Not yet certified

In submitting this disclosure, I certify that the information provided is true to the best of my knowledge.

Lobo Lucy **N/A**
 Reporter Certification Date

Submit **Print**

Note: you cannot press submit until you have clicked the certification box.

If you have submitted successfully, the following screen should appear.

Proposal Development Disclosure

★ Bookmark this document

Document Number : 12889 Disclosure Number : 1000000095
 Disclosure Status : Routed for Review Review Status : Submitted For Review
 COI Disposition : Submitted for Review Reporter : lbo Lucy@lum.edu

Disclosure

• Document was successfully submitted.
 • Disclosure has been certified.

* Indicates required field

Changes to Disclosed Interest- The Master Disclosure

The Master Disclosure is used to record changes in relationships between **Outside Interests/Family Collaborations** and projects. Functionally, it takes the place of Material Change disclosures from the old COI system.

To submit or update a new **Master Disclosure**, select the **+** next to **Master Disclosure**

Document Overview

* Description : Update project relationship

Organization Document Number :

Explanation :

This will open the **Master Disclosure**.

You will need to give a description of what you are doing.

Document Overview

* Description : Update project relationship

Organization Document Number :

Explanation :

Then you will proceed to completing the **Screening Questionnaire** (see above).

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](#) Financial Entities Screening (Incomplete)

Then answer the **Master Disclosure Questionnaire**. This questionnaire lets the COI office know what, specifically you are changing.

Master Disclosure Questionnaire

1. **Question 1** asks a series of questions about whether you are changing a project disclosure specifically.

1. Are you reporting a change to a project or an event? [More information...](#)

Yes No

Please summarize the changes you are making. [More information...](#)

I need to add a family collaboration with Lobo Louie to one of my projects. 🧑🏻‍🤝‍🧑🏻

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1a. Do these changes require an update of Outside Entity or Family Collaboration? [More information...](#)

Yes No

1b. Are you adding a new Outside Entity or Family Collaboration? [More information...](#)

Yes No

- f. **Question 1c** asks about any new travel. If it applies to only one project, please update in the **Project Disclosure** as well.

1c. Are you reporting a change to travel in preceding 12 months, or in the next 12 months, for which you been/ will you be reimbursed, compensated, or sponsored for travel (foreign and domestic) related to your UNM Institutional Responsibilities and that you have not previously disclosed? [More Information...](#)
Reminder: Sponsored/reimbursed travel taken by the investigator's spouse and dependent children must be disclosed if the travel is related to the investigator's UNM Institutional Responsibilities.

Yes No

- g. **Question 1d** and **1e** ask about changes to intellectual property or gifts. An affirmative answer will direct you to save the disclosure (or you can open a second Streamlyne[®] window) and do the update there.

1d. Are there previously unreported gifts, donations, other support, through the UNM Foundation or through other sources, directed to your UNM research or you personally yourself or to the UNM research activity with which you are involved? Include gifts, donations, support from both foreign and domestic sources. NSF-funded researchers: This question applies to the prior 12-month period; as well as to the next 12 months. [More Information...](#)

Yes No

Please complete a new Outside Entity and report this gift.

Are any of these gifts from a foreign source? [More Information...](#)

Yes No

1e. Other than through UNM Rainforest Innovations, and those listed in Financial Entities, do you, your spouse or domestic partner, or your dependent children have intellectual property (IP) rights, e.g., patents, trademarks, copyrights, royalties, etc., in the U.S. or abroad? NSF-funded researchers: This question applies to the prior 12-month period as well as to the next 12 month period. [More Information...](#)

Yes No

Please fill out a new Outside Entity and disclose this IP

2. **Question 2** asks about any other agreement you have with regards to your research. An affirmative answer will prompt you to describe the agreement.

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

Describe this agreement. The description must be sufficient in nature for the COI committee to determine if there is relatedness or overlap with your UNM research. [More Information...](#)

We are providing our microbiome data to LoboBiome in exchange for support for one employee. 🗨️

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3. **Question 3** asks you to review all **Projects** and **Outside Entities** and **Family Collaborations** in the **Disclosed Projects** panel below and click yes once you have done so. Do not click yes until you have done so (see below).

3. Please complete and review all entries in the Disclosed Projects section. Select Yes, once you have done so. [More Information...](#)

Yes No

4. **Question 4** asks to which project(s) your changes apply. Remember, Lucy has disclosed two things, here. 1 - that she is including Lobo Louie on a project and 2 - that LoboBiome is supporting a researcher in exchange for data.

4. To which project(s) do(es) these changes apply? [More Information...](#)

Lobo Louie is added as a researcher on Effect of High Altitude Flight on Microbiomes of Canis Lupus and updating LoboBiome as a financial entity and linking it to relevant projects. 🗨️

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This will aid the COI office and Committee in identifying which projects need review.

Disclosed Projects Review

The **Disclosed Projects** panel is where you will be doing most of your work.

To disclose the addition of Lobo Louie to the High-Altitude project Lucy will use the **Grouped by Projects** view. Then click **Show** next to the High-Altitude proposal.

Disclosed Projects					
Disclosed Projects (Grouped by Projects) ⓘ					
			Group by Projects	Group by Financial Entity	
	Event	Project Id	Project Title	Disposition Status	Disclosure Status
Show	Proposal	276	Comparing the microbiomes of Grey Wolves fed popcorn vs hotdogs.	Conflict Managed	Approved
Show	Manual IACUC Protocol	12356	Relationship between Gray Wolf microbiome and heart worm susceptibility.	No Known Relationship	Approved
Show	Proposal	288	Effect of High Altitude Flight on Microbiomes of Canis Lupus	No Known Relationship	Approved
Show	Proposal	281	Relationship of Captivity State and Microbiome on Pelt Glossiness in Canis lupus baileyi	Relationship Identified	Approved
Show	Proposal	279	Test of RAN proposal	No Known Relationship	Approved

This will open that **Project**. The screen might get a little crowded at that point. And will look like this:

Show	Manual IACUC Protocol	12356	Relationship between Gray Wolf microbiome and heart worm susceptibility.	No Known Relationship	Approved
Hide	Proposal	288	Effect of High Altitude Flight on Microbiomes of Canis Lupus	No Known Relationship	Approved
Proposal Number: 288 ⓘ					
Disposition: No Known Relationship					
Proposal Title: Effect of High Altitude Flight on Microbiomes of Canis Lupus			Sponsor: Air Force Office of Scientific Research		
Start Date: 2022-10-01		End Date: 2025-09-30		PI Name: Lobo Lucy	
Hide	Financial Entities				
Review		Entity		Related	
		New Financial Entity		Apply to all: select	
1	View Entity Edit History	International Bioenergy		select	
2	View Entity Edit History	LoboBiome		select	
3	View Entity Edit History	Lobo Corp		No Known Relationship	
4	View Entity Edit History	Lobo Louie		No Known Relationship	
Show	Proposal	281	Relationship of Captivity State and Microbiome on Pelt Glossiness in Canis lupus baileyi	Relationship Identified	Approved
Show	Proposal	279	Test of RAN proposal	No Known Relationship	Approved

The part you want to focus on is here:

Show	Manual IACUC Protocol	12356	hotdogs. Relationship between Gray Wolf microbiome and heart worm susceptibility.	No Known Relationship	Approved
Hide	Proposal	288	Effect of High Altitude Flight on Microbiomes of	No Known Relationship	Approved

[Proposal Number: 288](#) ⓘ

Disposition: No Known Relationship

Proposal Title: Effect of High Altitude Flight on Microbiomes of Canis Lupus **Sponsor:** Air Force Office of Scientific Research

Start Date: 2022-10-01 **End Date:** 2025-09-30 **PI Name:** Lobo Lucy

[Hide](#) Financial Entities

Review	Entity	Related
	New Financial Entity	Apply to all: <input type="text" value="select"/>
1	View Entity Edit History International Bioenergy	<input type="text" value="select"/>
2	View Entity Edit History LoboBiome	<input type="text" value="select"/>
3	View Entity Edit History Lobo Corp	<input type="text" value="No Known Relationship"/>
4	View Entity Edit History Lobo Louie	<input type="text" value="No Known Relationship"/>

Show	Proposal	279	State and Microbiome on Pelt Glossiness in Canis lupus bailey Test of RAN proposal	No Known Relationship	Approved
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Lucy is adding a **Family Collaboration** with Lobo Louie to this proposal so she would click on the pulldown next to Lobo Louie and select **Relationship Identified**.

SAVE

Now Lucy needs to make changes to the **Outside Entity**, “LoboBiome” and associate that with all the relevant projects. Note that if there was a new **Outside Interest/Family Collaboration**, she could add that in this panel, **after saving**.

	New Outside Entity or Family Collaboration	Apply to all: <input type="text" value="select"/>
1	View Entity Edit History International Bioenergy	<input type="text" value="select"/>
2	View Entity Edit History Lobo Corp	<input type="text" value="select"/>
3	View Entity Edit History Lobo Louie	<input type="text" value="select"/>
4	View Entity Edit History Lobo Louie	<input type="text" value="select"/>
5	View Entity Edit History Lobo Louie History LoboBiome	<input type="text" value="select"/>
6	View Entity Edit History LucyCorp	<input type="text" value="select"/>
7	View Entity Edit History New Company	<input type="text" value="select"/>
8	View Entity Edit History Takeda Pharmaceuticals North America	<input type="text" value="select"/>

But she is changing an **Outside Entity**.

To do that, she will go to the top of **Disclosed Projects** and change the view to **Group by Outside Interest or Family Collaboration**,

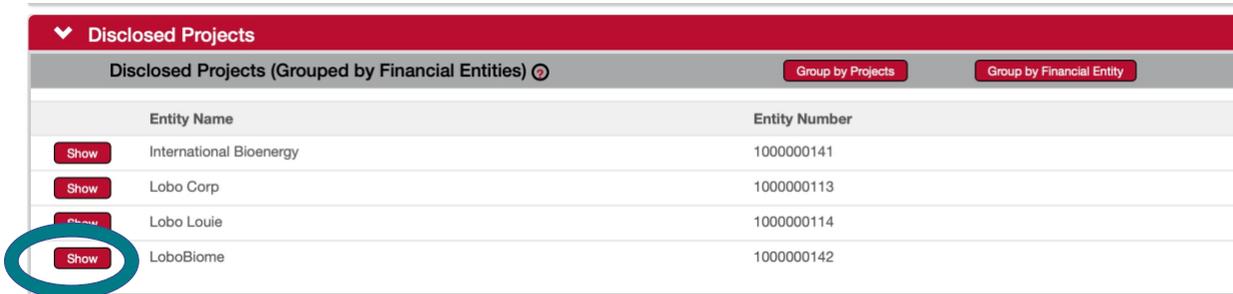


That will open this screen:

The screenshot shows a table with the following data:

Entity Name	Entity Number
Show International Bioenergy	1000000141
Show Lobo Corp	1000000113
Show Lobo Louie	1000000114
Show LoboBiome	1000000142

Lucy is changing the information for LoboBiome so she is going to click on **Show** next to LoboBiome.



That will open LoboBiome and she will a list of all the projects and their association with LoboBiome. From any of these she can edit the entity by clicking on **Edit**.

In the Questionnaire section, she will change her answer to **2. Does this entity sponsor any of your research?** from **No** to **Yes**.

The image shows a questionnaire question: "2. Does this entity sponsor any of your research?". There are two radio buttons: "Yes" (which is selected) and "No".

Then under the **Relationship Details** section in **Other Interests** she will use **Other** to report the relationship.

Other 

\$40,000-5

Comments

We provide our metagenomic data to them in return for them sponsoring one grad student per year 

ORIC NOTE: In this situation, Lobo Lucy should notify OSP of this arrangement as well.

Then **Submit**.

This will return Lucy to her **Disclosure**.

She will go back to **Group by Project** and then update all her microbiome projects to include this entity.

			New Financial Entity	Apply to all:
1	View Entity Edit History	International Bioenergy		No Known Relationship <input type="text" value="select"/>
2	View Entity Edit History	LoboBiome		Relationship Identified <input type="text" value="select"/>
3	View Entity Edit History	Lobo Corp		No Known Relationship <input type="text" value="select"/>
4	View Entity Edit History	Lobo Louie		<input type="text" value="select"/>
Hide	Proposal	281	Relationship of Captivity State and Microbiome on Pelt Glossiness in Canis lupus baileyi	Relationship Identified Approved
Proposal Number: 281 				
Disposition: Relationship Identified				
Proposal Title: Relationship of Captivity State and Microbiome on Pelt Glossiness in Canis lupus baileyi		Sponsor: Desert Research Institute		PI Name: Lobo Lucy
Start Date: 2023-07-25		End Date: 2024-07-24		
Hide Financial Entities				
Review	Entity	Related		
			New Financial Entity	Apply to all: <input type="text" value="select"/>
1	View Entity Edit History	International Bioenergy		<input type="text" value="select"/>
2	View Entity Edit History	LoboBiome		Relationship Identified <input type="text" value="select"/>
3	View Entity Edit History	Lobo Corp		No Known Relationship <input type="text" value="select"/>
4	View Entity Edit History	Lobo Louie		Relationship Identified <input type="text" value="select"/>
Comments				
Lobo Louie will be doing the 				

After completing this for all projects, she will **SAVE** and then go answer yes to question 3 in the questionnaire.

3. Please complete and review all entries in the Disclosed Projects section. Select Yes, once you have done so. [More Information...](#)

Yes No

She will **SAVE** again and then go to Certify and click **Submit**.

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.

<u>Lobo Lucy</u>	<u>N/A</u>	Submit	Print
Reporter	Certification Date		

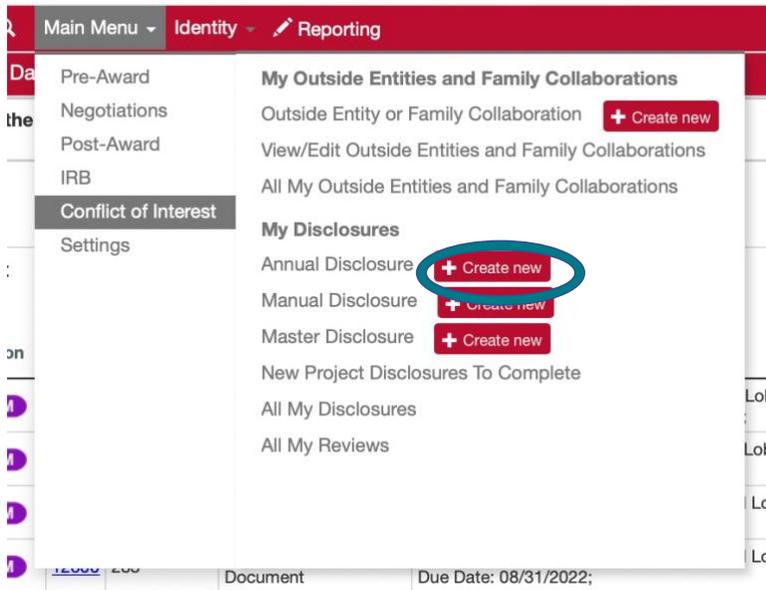
NOTE: If a new **Outside Interest or Family Collaboration** has been added or altered after the time of your project, you will be required to update it in the **Disclosed Project** section before you will be allowed to submit.

Updating a Project Disclosure

All **Project Disclosures**, can be updated using the **Disclosed Projects** Panel of either an **Annual** or **Master Disclosure**. We recommend that changes to the project itself (such as travel) be done in the **Annual Disclosure**. These changes will also feed into the **Master Disclosure**.

Let's say that Lobo Lucy suddenly has travel sponsored by LoboBiome to give a talk at a Gordon Conference on Lupine Microbiomes. Yes, she should update this in her Outside entities or in Master, but if she has funding from NIH or DOE, she needs to update her **Project Disclosure** as well.

To do that she will select the **+ Create New** next to **Annual Disclosure** in the menu.



The **Annual Disclosure** will open.

Lucy needs to add information to her DOE **Project Disclosure** for “Biocomposting of zoological waste for onsite bioenergy production”.

	Event	Project Id	Project Title	Disposition Status	Disclosure Status
Show	Proposal	282	Biocomposting of zoological waste for onsite bioenergy production	Reviewer Identified Conflict	Approved
Show	Proposal	276	Comparing the microbiomes of Grey Wolves fed popcorn vs hotdogs.	Potential Relationship	Approved

So, she will go to that disclosure and click **Show** This will open the **Project Disclosure** for editing.

	Event	Project Id	Project Title	Disposition Status	Disclosure Status
Show	Proposal	282	Biocomposting of zoological waste for onsite bioenergy production	Reviewer Identified Conflict	Approved
Show	Proposal	276	Comparing the microbiomes of Grey Wolves fed popcorn vs hotdogs.	Potential Relationship	Approved

Under the **Project Disclosure** she will add the information she needs in travel by clicking the **+** symbol.

4a-1. Please fill out the table below. Note: Travel sponsored by the following institutions does NOT need to be reported: U.S. federal, state government agencies; U.S. institution of higher education; or U.S. academic teaching hospital, medical center, or research institute that is with a U.S. institution of higher education.

Action	Traveler	Sponsor of travel	Destination	Dates
Delete	Lobo Lucy	International Bioenergy	Munich, Germany	21-25 July 2022
+				

She will complete the dynamic table.

Action	Traveler	Sponsor of travel	Destination	Dates
Delete	Lobo Lucy	International Bioenergy	Munich, Germany	21-25 July 2022
Delete	Lobo Lucy	LoboBiome	Honolulu, HI	24-27 August 2022
+				

Then, she will also select that there is a known interest with LoboBiome in her financial relationships.

6	View Entity	Edit	History	Lobo Louie	select No Known Relationship Potential Relationship <input checked="" type="checkbox"/> Relationship Identified Relationship Identified
7	View Entity	Edit	History	International Bioenergy	
8	View Entity	Edit	History	LoboBiome	
9	View Entity	Edit	History	New Company	

SAVE.

Then she can **Certify** the annual disclosure with the updated relationships. The COI office will be notified that they need to review the annual with the changes.

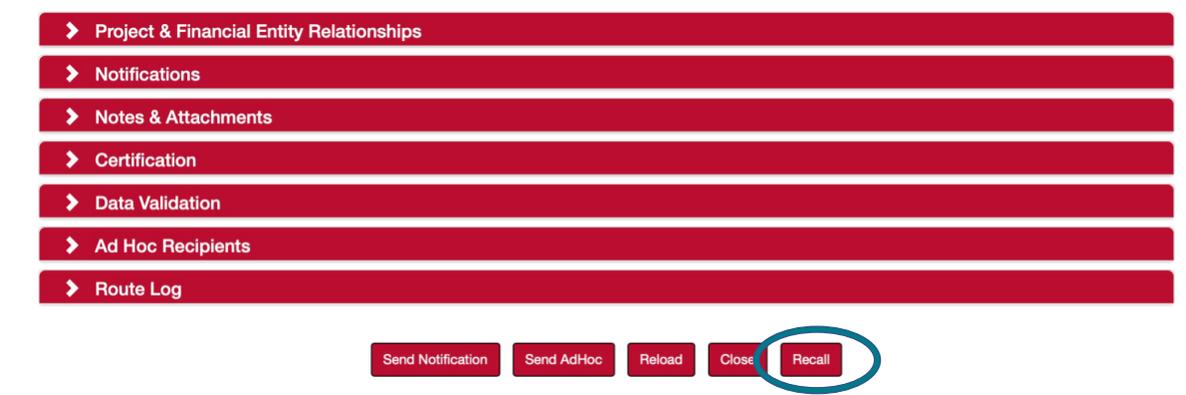
Oh no! I have submitted my disclosure and need to change something before it's reviewed!

Don't panic. Before it is reviewed, you can **Recall** it.

Once you see this notification after you have certified your disclosure:



You can go to the bottom of the disclosure and recall it! Just press **Recall** at the bottom of the disclosure.



You will be asked to confirm that you want to recall it and provide a reason. Enter the reason and click **Yes**.

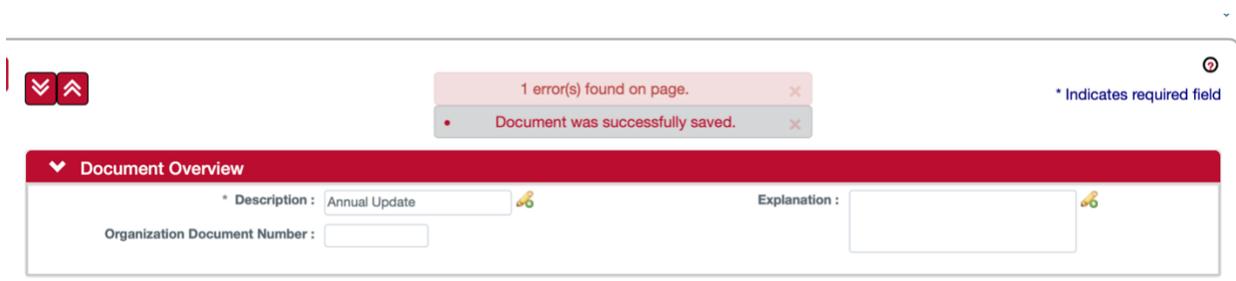
Are you sure you want to recall this document to the action list?

* Please enter the reason below:

This will open the disclosure so that you can make changes. You will have to recertify when you are done.

Errors

Sometimes when you certify/submit a disclosure you will get an error preventing you from submitting.



The screenshot shows a web application interface. At the top left, there are two red square buttons with white arrows pointing down and up. In the top center, a red error message box says "1 error(s) found on page." with a close button. Below it, a grey success message box says "Document was successfully saved." with a close button. On the top right, there is a blue asterisk icon and the text "* Indicates required field". Below these messages is a red header bar with a white downward arrow and the text "Document Overview". Underneath the header, there are two input fields: "Description : Annual Update" and "Explanation :". Both fields have a yellow error icon to their right. Below the "Description" field is another input field labeled "Organization Document Number :".

This will save your disclosure, but go back and check.

If you look through the disclosure, you will find the errors listed either under **Data Validation** or within the specific panel that has errors.

Here are the most common errors:

You have entered a new Outside Entity that is a US for profit and didn't answer the question about it being a domestic subsidiary.

In testing this was the most common mistake we made.

Review		Entity	Related
<input type="button" value="Show"/> COI Project Disclosure (Complete) <input type="button" value="Hide"/> Financial Entities		<input type="button" value="New Financial Entity"/>	Apply to all: <input type="text" value="select"/>
1	<input type="button" value="View Entity"/> <input type="button" value="Edit"/> <input type="button" value="History"/>	Lobo Corp	<input type="text" value="No Known Relationship"/>
2	<input type="button" value="View Entity"/> <input type="button" value="Edit"/> <input type="button" value="History"/>	Lobo Louie	<input type="text" value="No Known Relationship"/>
3	<input type="button" value="View Entity"/> <input type="button" value="Edit"/> <input type="button" value="History"/>	International Bioenergy	<input type="text" value="Relationship Identified"/>
4	<input type="button" value="View Entity"/> <input type="button" value="Edit"/> <input type="button" value="History"/>	LoboBiome	<input type="text" value="Relationship Identified"/>

Updated Questionnaires

Periodically, a questionnaire will be updated resulting in an incomplete questionnaire for one of the **Projects** in an **Annual Disclosure**.

Questionnaire Update Status: Update Required

A newer version of the questionnaire has been published. An update is required.

Copy the answers from the old version of questionnaire to the new one. Only questions that have been changed in the new version will have to be answered.
 Do not copy answers from previous version of the questionnaire. Every question in the new version of the questionnaire will have to be answered.

To fix this, select the radio button by **Copy** the answers from the old version of the questionnaire... and click **Update**.

Questionnaire Update Status: Update Required

A newer version of the questionnaire has been published. An update is required.

Copy the answers from the old version of questionnaire to the new one. Only questions that have been changed in the new version will have to be answered.
 Do not copy answers from previous version of the questionnaire. Every question in the new version of the questionnaire will have to be answered.

This will open the disclosure and you will only need to answer the questions that have been updated.

1. Please provide a brief, non-technical description of this project or protocol and indicate your role on it. [More Information...](#)

We are comparing the microbiomes of Grey Wolves fed hotdogs or popcorn to determine which provides the greatest diversity of microorganisms within their intestinal microbiomes. I am analyzing the

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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

4. Is this project funded by PHS/NIH or DOE? [More Information...](#)

Yes No

Forgotten Questions

Sometimes a question goes unanswered.

In this case, Lobo Lucy was in a hurry and forgot to answer a question in **Outside Entities and Family Collaborations Screening**:

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.

Validation Errors found in this Section:

- Financial Entities Screening is a mandatory questionnaire and is not complete.

[Hide](#) Financial Entities Screening (Incomplete)

6. Are there any gifts, donations, other support, through the UNM Foundation or through other sources, beyond what you disclosed as Outside Entities/Family Collaboration, directed to yourself or to the UNM research activity with which you are involved? Include gifts, donations, support from both foreign and domestic sources. NSF-funded researchers: This question applies to the prior 12-month period as well as to the next 12 months.

[More Information...](#)

Yes No

She simply needs to answer this question and resubmit.

What happens after I submit?

If you have no reported Outside Entities or Family Collaborations

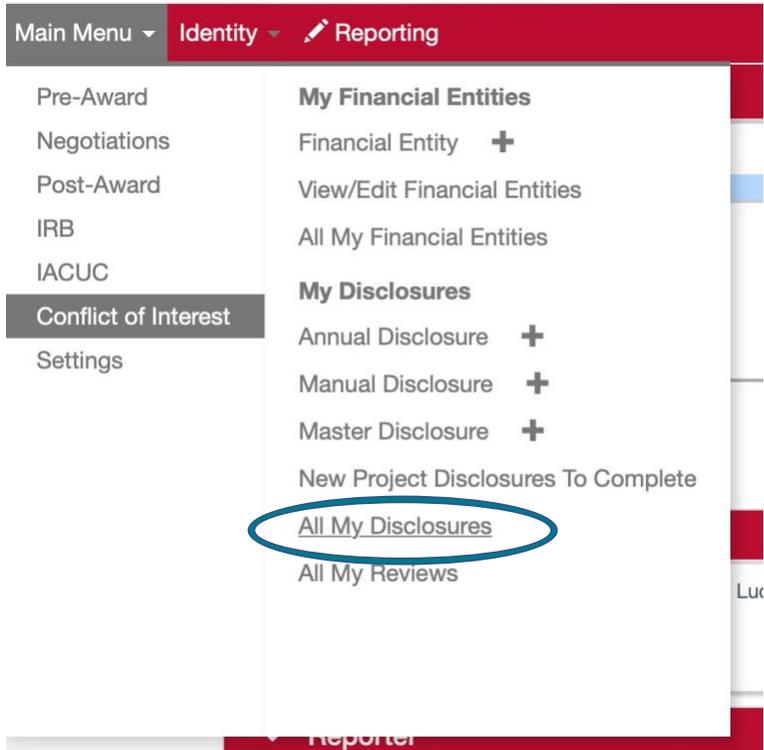
Your disclosure will automatically return a disposition of **Electronically Approved** and you are done.

If you have reported Outside Entities or Family Collaborations

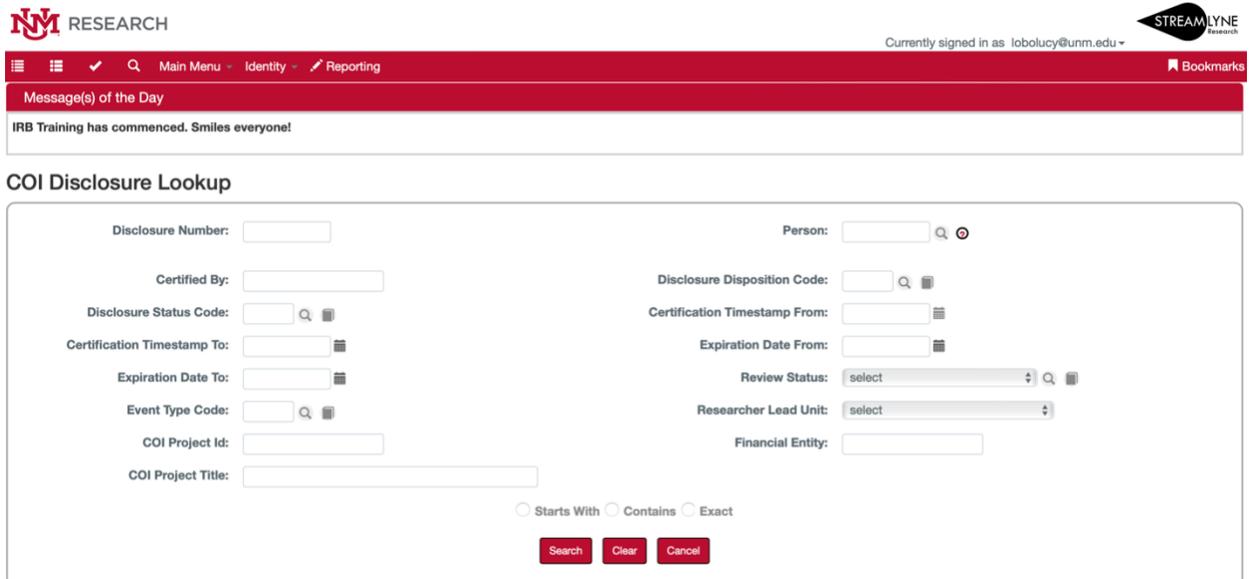
Your disclosure will be reviewed by the COI Office and forwarded to the COI Committee for their review. Please note that not reporting entities in order to avoid review is against both Federal regulations and UNM policy and can result in a retrospective review and mandatory reporting to Federal Funders.

Where can I find out about the status of my disclosure

Click on **All my disclosures** to get an overview of submitted disclosures.



This window will appear.



But if you scroll down, you will see all your disclosures listed along with their review status and final disposition.

Actions	Disclosure Number	Sequence Number	Person Id	Certified By	Certification Timestamp	Disclosure Status	Disposition Status	Expiration Date	Review Status	Event Type	Researcher Lead Unit	Project Id	COI Project Title
open	1000000085	1	100187	lobolucy@unm.edu	07/26/2022	Approved	Relationship Identified	07/26/2023	Disposition Finalized	Proposal	045A	281	Relationship of Captivity State and Microbiome on Pelt Glossiness in C...
open	1000000086	1	100187	lobolucy@unm.edu	07/26/2022	Approved	No Conflict	07/26/2023	Disposition Finalized	Proposal	045A	279	Test of RAN proposal
open	1000000087	1	100187	lobolucy@unm.edu	07/26/2022	Disapproved	No Conflict	07/26/2023	Disposition Finalized	Proposal	045A	276	Comparing the microbiomes of Grey Wolves fed popcorn vs hotdogs.
open	1000000087	2	100187	lobolucy@unm.edu	08/03/2022	Approved	Conflict Managed	07/26/2023	Disposition Finalized	Proposal	045A	276	Comparing the microbiomes of Grey Wolves fed popcorn vs hotdogs.
open	1000000088	1	100187	lobolucy@unm.edu	07/26/2022	Disapproved	Potential Relationship	07/26/2023	Disposition Finalized	Proposal	045A	282	Biocomposting of zoological waste for onsite bioenergy production
open	1000000088	2	100187	lobolucy@unm.edu	08/10/2022	Approved	Reviewer Identified Conflict	07/26/2023	Disposition Finalized	Proposal	045A	282	Biocomposting of zoological waste for onsite bioenergy production
open	1000000090	1	100187	lobolucy@unm.edu	07/26/2022	Approved	No Conflict	07/26/2023		Update	045A	279	Test of RAN proposal
open	1000000090	2	100187	lobolucy@unm.edu	07/26/2022	Approved	No Conflict	07/26/2023		Update	045A	281	Relationship of Captivity State and Microbiome on Pelt Glossiness in C...
open	1000000090	3	100187	lobolucy@unm.edu	07/26/2022	Approved	No Conflict	07/26/2023		Update	045A	288	Effect of High Altitude Flight on Microbiomes of Canis Lupus
open	1000000090	4	100187	lobolucy@unm.edu	07/26/2022	Approved	No Conflict	07/26/2023		Update	045A	12356	Relationship between Gray Wolf microbiome and heart worm susce
open	1000000090	5	100187	lobolucy@unm.edu	07/26/2022	Approved	No Conflict	07/26/2023		Update	045A	276	Relationship between Gray Wolf microbiom and heart worm susceptibility. Comparing the microbiomes of Grey Wolves fed popcorn vs hotdogs.

Wait, the COI office can disapprove a proposal?

Yes, we can. Let's look at a recent disclosure that has been disapproved by the COI office.

But why would you disapprove?

The most common reasons are likely something like:

- You mentioned you were working on Mexican Grey Wolves, but then said you are not working on vertebrate animals.
- You answered a question incompletely.
- You failed to disclose a relationship that we found out about another way.
- If you have a DOE disclosure you didn't fill out the DOE certification correctly.

How will I know you have disapproved a proposal?

You will get a notification in your action list (and likely an email).

Actions	Disclosure Number	Sequence Number	Person Id	Certified By	Certification Timestamp	Disclosure Status	Disposition Status	Expiration Date	Review Status	Event Type	Researcher Lead Unit	Project Id	COI Project Title
ACK	<u>13669</u>	1	100000109	KC COI Disclosure	Lobo Lucy	DISAPPROVED		Lobo Lucy			04:23 PM 08/10/2022	08/10/2022	

So now what do I do?

You will have to acknowledge the disapproval by clicking on the blue underlined number.

Actions	Disclosure Number	Sequence Number	Person Id	Certified By	Certification Timestamp	Disclosure Status	Disposition Status	Expiration Date	Review Status	Event Type	Researcher Lead Unit	Project Id	COI Project Title
ACK	<u>13669</u>	1	100000109	KC COI Disclosure	Lobo Lucy	DISAPPROVED		Lobo Lucy			04:23 PM 08/10/2022	08/10/2022	

[Should display the reason. In this case Lobo Lucy didn't provide a sufficient description of the project.]

Once you acknowledge, your disapproved disclosure will be in your queue for completion and resubmittal.

Action	Id	Number	Type	Title	Route Status	Lead Unit	PI/Reporter	Delegator	Date Created	Submission Date	Group Request	Log
COM	13194	1000000104	KC COI Disclosure	KC COI Disclosure - Biofilms/heartworm	SAVED		Lobo Lucy		10:40 AM 08/04/2022			
COM	13677	1000000109	KC COI Disclosure	Lobo Lucy	SAVED		Lobo Lucy		04:46 PM 08/10/2022			

12 items found, displaying 11 to 12.

Click on the ID and fix your proposal. (In this case, Lucy has to change her answer from “We have an awesome project that will save the world, and I am the PI for this project” to something more substantive.)

We will develop sustainable bioenergy by analyzing the metabolites in household waste as produced by a variety of different feed socks. I will do the microbiome and metabolite analysis for grey wolf households. 🍌

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That’s all she needs to do and then she can resubmit.

Who can see my disclosure?

We are committed to keeping your information confidential. During proposal development, the Pre-award Team and the PI will be able to see only the date when you certified your **Project Disclosure** and its status (in review, fully vetted, or electronically approved).

Because you need a COI determination before Post Award can release money, that team will also be able to see the status.

IRB will be able to see the certification date, the status of the disclosure, and the final disposition (**Fully Vetted**, **In Process**, or **Electronically Approved**) because they will need to follow up with us if you have a management plan.

A **Fully Vetted** status means that your disclosure has been fully vetted by the COI Committee and any management plans signed and returned to our office. An **Electronically Approved** status means that either you had no **Outside Entities or Family Collaborations** associated with any of your **Projects**, or you had no **Projects** reported, thus there is no conflict of interest associated with your disclosure. An **In Process** status means that the COI Committee is still reviewing your disclosure.