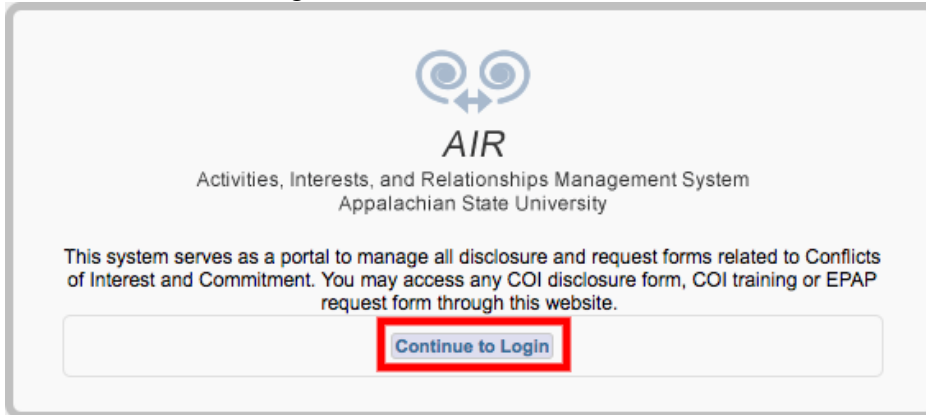


Tutorial: COI Annual Disclosure

1. Follow this link to the Activities, Interests, and Relationships Management System (AIR) website:
<https://appstate.myresearchonline.org/air/>.

- a. Click “Continue to Login”



- b. On the next page, sign in with your Appalachian State login credentials
- c. Continue on to step 2.

2. You should now be redirected to your AIR Home Page, which should look similar to the screenshot below (NOTE: disregard the “0” next to “My COI Disclosures”):

Disclosure Dashboard

- 0 [My COI Disclosures](#)
- 0 [Awaiting Submitter Response](#)
- 0 [Submitter Change Needed](#)
- 0 [My EPAP Requests](#)

Certification/Approval

- 0 [Certification Inbox](#)

COI Reviewer Inbox

- 0 [COI Reviewer Inbox](#)

Office of Research Protections
Appalachian State University
John E. Thomas Building
287 Rivers Street
Room 382
PO Box 32174
Boone, NC 28608-2174

Tel: (828) 262-4060
Fax: (828) 262-2641
coi@appstate.edu

>> Activities Interests and Relationships @ Appalachian State University

This system is for use by ASU Investigators, Inventors and Administrators in identifying circumstances that may give rise to potential conflicts of interest related to research, technology transfer or administrative responsibilities.

For each University research project (sponsored or unsponsored), the Project-Specific Conflict of Interest Disclosure form must be timely filed for each University employee, student or trainee involved in the design, conduct or reporting of the research project for whom one or more of the answers posed in the disclosure form is "yes". The University PI is obligated to ensure that any potential conflict of interest that exists in relation to the research project is reported as required by this University policy.

Faculty and staff in certain administrative positions responsible for resource allocation, personnel decisions, business contracts, purchasing, technology transfer, and other sensitive activities are required to complete an annual questionnaire regarding external relationships that might create or be perceived to create conflicts of interest with their University responsibilities.

For Help

- Questions on *conflict of interest* may be directed to coi@appstate.edu or (828) 262-4060.
- For *technical* questions or assistance please contact Office of Research Information Systems Help Desk at 828-262-2165.

Links for Self Initiated Disclosures

- >> [Annual or an Updated Annual COI Disclosure Form](#)
- >> [Self-Initiated Conflict of Interest Disclosure](#)
- >> [Notice of Intent to Engage in External Professional Activities for Pay - EPAP](#)

- a. Continue on to step 3.

3. Notice the box at the bottom of your window titled, “Links for Self Initiated Disclosures”.

a. Click on the link that says, “Annual or an Updated Annual COI Disclosure Form”

AIR Activities, Interests, and Relationships Management System For immediate assistance

HOME MY DASHBOARD TRAINING PROFILE ADMIN HELP LOGOUT

Disclosure Dashboard

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Links for Self Initiated Disclosures

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b. Continue on to step 4.

4. Complete the questions as they pertain to you. Please note that required questions are marked with a red asterisk (*). When you are done filling out the appropriate questions, click the button labeled “Save and Continue” at the bottom of the page.

8. Do you accept funding for University research under conditions that require research results to be held confidential, unpublished or delayed in publication? *

Yes No

9. Is there any other conflict or potential conflict of interest relating to Your institutional responsibilities that You should disclose? (Conflicts may include financial or uncompensated activities.) *

Yes No

External Professional Activities

10. During this Reporting Period, do you intend to engage in external professional activity for pay? If yes, You must complete a Notice of Intent to Engage in External Professional Activities for Pay. See [Appalachian State University Policy 604.3](#), Section 5. *

Yes No

NOTE: There is no set number of hours or percentage of time that is either permitted, or prohibited as a Conflict of Commitment. An employee's supervisor ultimately is responsible for determining whether a proposed external activity is appropriate in terms of scheduling, scope, and duration, or whether it constitutes impermissible time away from University Employment Responsibilities.

* Required.

To navigate the Annual or an Updated Annual COI Disclosure Form, press continue or any link in the Item List to your left.

Save and Continue

a. Continue on to step 5.

5. To finalize your submission, you will need to click the button labeled “Submit and Certify” (screenshot below):

The screenshot shows the AIR (Activities, Interests, and Relationships Management System) interface. At the top, there is a navigation bar with links for HOME, MY DASHBOARD, TRAINING, PROFILE, ADMIN, HELP, and LOGOUT. The main content area is divided into two columns. The left column contains an 'Item List' with links for 'Conflict of Interest' and 'General Questions'. Below this is a yellow box with the text: 'The Annual or an Updated Annual COI Disclosure Form can be submitted at this time.' At the bottom of the left column are buttons for 'My Dashboard', 'Disclosure Status', and 'Proceed to Submit'. The right column is titled 'Routing >> Submit And Certify Annual or an Updated Annual COI Disclosure Form' with a reference ID of 16133. It includes options for 'Quick View (HTML)', 'PDF', 'View FAQ', and 'Delete Submission'. The form fields show 'Annual or an Updated Annual COI Disclosure Form: Annual' and 'Disclosing Person: Gina Spence'. A message states: 'You are now ready to submit your disclosure. You may do this by pressing the 'Certify & Submit' button below. Once submitted, you will be required to certify the disclosure. Only after certification will the disclosure be forwarded to the Office of General Counsel for review.' Below this is a certification statement: 'I certify that the information provided is complete and accurate to the best of my knowledge.' At the bottom, there are two buttons: 'Submit And Certify' (highlighted with a red box) and 'Cancel'.

- a. You are now finished submitting your Annual COI Disclosure. Thank you!