UNCW UNIVERSITY of NORTH CAROLINA WILMINGTON

Research Integrity Office
Conflicts of Interest Guidance
Questions? Email: COI@uncw.edu
Or visit: https://uncw.edu/sparc/integrity/COI.html

INSTRUCTIONS ON HOW TO SUBMIT
AN ANNUAL CONFLICT OF INTEREST DISCLOSURE FORM
USING THE AIR SYSTEM

Introduction:
Faculty and EHRA non-faculty employees are required to submit **three types of disclosures**:

- **Annual** Conflict of Interest Disclosures, which are a condition of employment for all faculty and EHRA non-faculty employees;
- **Project-Specific** Conflict of Interest Disclosures, which are required only for certain individuals listed as personnel on externally funded projects; and
- Notices of Intent to Engage in an **External Professional Activities for Pay** (a.k.a. EPAPs), which are submitted ten days prior to the date of a proposed activity that is paid by a non-UNC entity, relates to an employee's profession, and requires specialized knowledge, such as consulting or serving as an expert witness.

The following instructions relate to submitting an **Annual Conflict of Interest Disclosure**.

About Annual Conflict of Interest (COI) Disclosures:
All faculty and EHRA non-faculty employees, including full time, part time, temporary and faculty on phased retirement, are required to submit an annual COI disclosure form as a condition of their employment, per UNCW and UNC policy. This requirement exists even when the employee has nothing to disclose, in which case the employee should simply respond "No" to all of the questions on the disclosure form.

Disclosing an activity, relationship or interest is not necessarily viewed as a bad thing. The UNCW COI policy states in a number of sections that the university/system expects and wants faculty and EHRA administrators to be actively engaged in their professions. Thus, it is very typical for faculty and EHRA non-faculty employees to serve in leadership roles on boards, serve on review panels, participate in accreditation reviews, and engage in other activities that are viewed as acceptable provided they are disclosed. Other activities may suggest the possibility of a conflict or perceived conflict, and can usually be resolved with a COI management plan. For more information on Annual Conflict of Interest Disclosures and categories of potential conflicts, please see UNCW Policy 03.230 Conflict of Interest or Commitment.

Instructions:

1. Use the URL below, or find the link to the AIR system from the UNCW home page by clicking on the **Research** link and clicking on the Conflict of Interest link under the **Compliance** heading.

   https://uncw.myresearchonline.org/air/index.cfm

2. Log in to the AIR system using your usual UNCW username and password.

3. Select the 1st option under the heading **"Links for Self-Initiated Disclosures"**

4. Your required contact information should auto-populate. Please contact the Research Integrity Office if you have any problems with this step. It is not necessary to enter the other information.

5. Respond to the General Questions and select the Save and Continue button at the bottom of the screen.

6. Add any other comments that might be helpful in the review of your disclosure in the Additional Information section. This is particularly helpful to reviewers if you responded "Yes" to any of the questions on the previous screen, or if you already have an approved conflict management plan on file.

7. Select the Save and Continue button.

8. Select the Submit and Certify button.

9. You should now see a message thanking you for completing the submission process.

If you have any problems or questions, please contact Lee Prete at COI@uncw.edu or 2-7774.
For additional information, a link to the AIR system, and COI resources including information on the two other kinds of COI disclosures, please visit the UNCW COI website:
https://uncw.edu/sparc/integrity/COI.html.