



Research Integrity Office

Conflicts of Interest Guidance

Questions? Email: COI@uncw.edu

INSTRUCTIONS ON HOW TO SUBMIT A NOTICE OF INTENT TO ENGAGE IN AN EXTERNAL PROFESSIONAL ACTIVITY FOR PAY (EPAP) 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).

The following instructions relate to submitting an “EPAP.”

About Notices of Intent to Engage in External Professional Activities for Pay (a.k.a. EPAPs):

EPAPs are activities that are paid by a non-UNC entity, relate to an employee’s profession, and require specialized knowledge, such as consulting or serving as an expert witness, or other paid activities that are outside the scope of an employee’s primary university employment responsibilities. Primary employment responsibilities include assigned teaching, scholarship, advising, institutional service duties, and administrative responsibilities. Faculty and EHRA non-faculty employees are required to submit “EPAPs” at least ten days prior to the date of the proposed activity. EPAPs are subject to approval by the employee’s supervisor. For more information on EPAPs, please see [UNCW Policy 03.230 Conflict of Interest or Commitment](#).

Instructions:

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

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

2. Select the 2nd option under the heading **“Links for Self-Initiated Disclosures”**

Disclosure Dashboard

- [2 My COI Disclosures](#)
- [0 Awaiting Submitter Response](#)
- [0 Submitter Change Needed](#)
- [0 My EPAP Requests](#)
- Certification/Approval**
- [0 Certification Inbox](#)

Sponsored Programs and Research Compliance (SPARC)
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 601 S. College Road
 Wilmington, NC 28403-5976
 Tel: 910.962.7774
 Fax: 910.962-4011
COI@uncw.edu

>> Activities Interests and Relationships @ UNC - Wilmington

This system is for use by UNCW 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@uncw.edu or 910.962.7774.
- For technical questions or assistance please contact [SPARC Help Desk](#) at 910.962.7774.

Links for Self Initiated Disclosures

- [>> Annual or an Updated Annual COI Disclosure Form](#)
- [>> Notice of Intent to Engage in External Professional Activities for Pay - EPAP](#)
- [>> Click here to update a Project Specific Disclosure Form](#)

- Your contact information will automatically populate.
- Click on the arrow next to Contracting Organization, and click on the only option, "Sponsor Not Listed."

General Questions


Contracting Organization:  

Address of Contracting Organization:

- A popup box will appear. Enter in a key word for the entity that will pay for your external activity. If you are self-employed, type in "self."

Contact Information


Contact information displayed is for reference only and cannot be revised on this screen by business manager for your department.

Entity Search 

Enter a keyword to locate the organization you are looking for:

Keyword:

General Questions

Contracting Organization: 

Address of Contracting Organization:

6. If you see the correct sponsor listed, select the sponsor. If you don't see the correct sponsor listed, select **Enter New Sponsor**. If you are self-employed (i.e. for an athletic camp or other self-employed activity), select **Enter New Sponsor**.

If you need to add a new sponsor, type in the name of the entity that will pay for your external activity, or type "Self-Employed" as applicable. Select **Add New Sponsor**.

7. Respond to the remaining questions on the first page and select the **Save and Continue** button.
8. Respond to the questions on the second page, check the certification statement, and select the **Save and Continue** button.
9. You will receive an email confirmation for your submitted disclosure. Your disclosure will be reviewed by your department chair/supervisor. If you ARE a department chair, director or dean, AIR will set you as the reviewer for your own disclosure. Please contact Lee Prete at 910-962-7774 or COI@uncw.edu and provide her with the name of your supervisor so that she can properly route your EPAP disclosure.

Thank you for your assistance in meeting this UNC requirement!

If you have any questions, please contact Lee Prete at 910-962-7774 or email COI@uncw.edu.

For additional information, a link to the AIR system, and COI resources, please visit the UNCW COI website: <https://uncw.edu/sparc/integrity/COI.html>.