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](https://uncw.edu/sparc/integrity/COI.html).

**Instructions – Getting Started:**

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](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.

Tips on Reporting Current Activities and/or Activities Anticipated in Next 12 Months:

- **Question 2, 3 and 4:** Please note that you are only required to report activities or relationships at businesses/organizations that are related or potentially related to your responsibilities at UNCW.

  In question 2, if you will engage in a paid activity through a business/organization that is unrelated to your UNCW responsibilities, you may need to report this activity on a different type of disclosure form - a Notice of External Professional Activity for Pay (or “EPAP”) report.

- **Question 5:** You need only respond “Yes” to this question if you supervise or are supervised by a family member in your UNCW position. You do not have to disclose non-supervisory relationships. If you respond “Yes” please include the family member’s name, and please explain in the Additional Information section (at the end of the disclosure form) whether approval is already in place in either Human Resources or the Athletics Department for evaluation responsibilities to be reassigned.

- After completing all questions, please select the Save and Continue button.
• **Additional Information:** Respond “No” unless any other activities or relationships may be perceived as a conflict of interest.

• Select the **Save and Continue** button.

• Select the **Certify and Submit** button. Prior to certifying the disclosure form, please confirm that all information included is complete and accurate to the best of your knowledge. If any new activities or relationships arise after submitting this form, please be aware that UNCW policy requires you to report them as they arise throughout the year.

**You should now see a message thanking you for completing the submission process. You should also receive an email confirming submission. If you do not see a “thank you” screen or receive an email, please double-check to make sure you clicked on the “Certify and Submit” button. It is not necessary to notify the Research Integrity Office that you have submitted your disclosure. We will receive an email when the disclosure is submitted.**

*Thank you* for helping UNCW comply with this important requirement!

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