

Upcoming Financial Interest
Report (FIR) Annual Update in
AIRS
(due July 1st)

COI Program

4/24/2014

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AIRS
(due July 1st)

ALREADY???

COI Program

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Annual FIR Updates due July 1

- First AIRS notice to all Research FIR users:

5/19/2014 Monday

Annual Update reminder from VPR after 5/19/2014

- To non-completers:
 - ☐ AIRS notice every other Monday (starting 5/19)
 - ☐ AIRS notice on 7/1/2014 due date
 - ☐ AIRS overdue notice every subsequent Monday til end of July

No on-time completion by July 1st?

- AIRS review cannot occur; COI disposition cannot be conferred
- Protocol or proposal does not progress
- On July 1st, FIR update must be dated 5/19/2014 or later.

Considerations for the Annual Update

- The Annual Update period is open after the first email from AIRS.
- Enter AIRS at <https://airs.research.vcu.edu>.
- From outside VCU, you must first access the VPN (<https://vpn.vcu.edu>).
- When inside the AIRS, click to open or edit your FIR.
 - **Method 1:** When your FIR is in the State *'Open for Edits'*, click the *'Edit Financial Interest Report'* button.
 - **Method 2:** If your FIR is in the *'Active'* State, click *'Open My Financial Interest Report for Editing'* under My Activities.
- You must enter the AIRS to **update** your FIR even if you have nothing to update.**

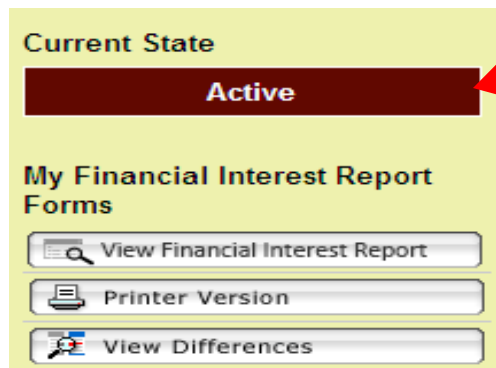
- Remove **(delete)** Financial Interests from your FIR if dates are over a year from the date on which you are updating (unless required to do the Statement of Economic Interests).

Example: If you received payment on March 16th, 2013 for consulting and today is May 20th, 2014, you should delete the March payment from your FIR.

- If you are removing all interests in one category, you must delete each interest BEFORE changing your response to “no” in the particular category.

- When you are finished with your update, check the box indicating your update is complete AND click Finish.

Your FIR state then moves to 'Active.'



- If you are getting Annual Update reminders after you did your Update, your FIR state is 'Open for Edits.' Go back to your FIR and click through to Finish. Check to ensure your FIR state is 'Active' BEFORE contacting AIRS@vcu.edu for assistance.

How to ensure a timely FIR update:

- Make sure the 'Research FIR' box is checked on the FIR SmartForm (only 'Research FIR' users get the AIRS update email)

1.0 * Which of the following forms were you asked to create or complete?

<input checked="" type="checkbox"/>	Research Financial Interest Report
<input type="checkbox"/>	Statement of Economic Interest

- Pay attention to email from AIRS.

- The Annual Update must be within a year of last year's update.

Example:

Last year's annual update occurred 6/5/2014.

This year's annual update must be before 6/5/2014 but on or after 5/19/2014.

- Annual Updates cannot be done before 5/19/2014!

Reminders about AIRS

- FIR must be updated within 30 days of a change in your Financial Interests and/or research relatedness.
- PI designates 'COI investigator'
 - Always the PI;
 - Always a student investigator if a student initiated project

For questions about the FIR or FIR updating

- Go to [Instructions on how to use the VCU Activity and Interest Reporting System \(AIRS\)](#) or contact AIRS@vcu.edu