

From: VP Research/GA/VCU  
To:  
Date: 08/17/2012 03:14 PM  
Subject: COI - VCU Activity and Interests Reporting System (AIRS) Goes Live Monday, Aug 20

Dear Colleagues,

As an update to the research community, I am writing to notify you that the VCU Activity and Interests Reporting System (AIRS) will be 'live' on Monday afternoon, August 20<sup>th</sup>. The VCUeRA AIRS system administrators will send an announcement, which will include the URL, when the system is available. **Because VCU's compliance with its policy, "Conflict of Interests in Research" and the 2011 Final Rule on 'Promoting Objectivity in Research' must begin on August 24<sup>th</sup>, only individuals designated as 'COI investigators' on a new Internal Approval Form (IAF) sent to the Office of Sponsored Programs (OSP) for proposals to be submitted on or after August 24<sup>th</sup> should log in to AIRS, using their VCU eID, to report Financial Interests at this time.** All others may wait until they are designated as 'COI investigators' on an upcoming proposal or protocol or notified by the Office of Sponsored Programs of an award that requires reporting in the AIRS.

Note that although new IRB applications will allow designation of 'COI investigators' on personnel rosters after 8/24, the Office of Research Subjects Protection will **require** designation of 'COI investigators' and their AIRS completion as of 9/24. The paper COI forms may be used until then. New IACUC applications will have an even later phase in, with paper forms used until further notice. In the meantime, if a designated 'COI investigator' on an IRB or IACUC protocol has a related financial interest and has already reported Financial Interests in the AIRS, they should check 'yes' on the form and write 'see AIRS' on the signature line. All other investigators should sign and complete the Supplement Form, if applicable, as usual.

Principal Investigators, who designate 'COI investigators', should obtain a PT# by completing the Advance PT Number Request prior to submitting a proposal to the Office of Sponsored Programs. PIs are to notify all 'COI investigators' on the proposal or award to complete their financial interests report in the AIRS. In addition, please be aware that all 'COI investigators' must **update their Financial interests within 30 days** for: 1) a newly acquired financial interest with a new entity not previously reported, 2) an added financial interest with a previously reported entity if the total is now over \$5,000, and 3) research relatedness.

Technical questions about AIRS should be sent to [erahelp@vcu.edu](mailto:erahelp@vcu.edu). Questions relating to reporting requirements should be sent to [airs@vcu.edu](mailto:airs@vcu.edu). See below for related links.

We thank you for your cooperation in adhering to these new requirements.

Sincerely,

Frank  
Francis L. Macrina, PhD  
Edward Myers Professor of Dentistry  
and Vice President for Research

**Related Links:**

Conflict of Interests in Research (Interim Policy) -

<http://www.assurance.vcu.edu/Policy%20Library/Conflict%20of%20Interests%20in%20Research%20-%20INTERIM.pdf>

VCUeRA AIRS Information Page - <https://www.vcu.edu/vcuera/airs.htm>

OSP Advance PT Number Request -

[http://www.research.vcu.edu/forms/pt\\_number\\_request.htm](http://www.research.vcu.edu/forms/pt_number_request.htm)

OSP Internal Approval Form –

PDF File - <http://www.research.vcu.edu/forms/InternalApprovalForm.pdf>

Word File - <http://www.research.vcu.edu/forms/osp.htm> (must click on Word Form)

COI website - [http://www.research.vcu.edu/p\\_and\\_g/coi2.htm](http://www.research.vcu.edu/p_and_g/coi2.htm)