

May 20, 2013

Dear Colleagues,

The Activity and Interests Reporting System (AIRS) was launched to coincide with VCU's adherence to the PHS Final Rule on conflict of interests (COI) in research on August 24, 2012. Per VCU Policy, an Annual Update is required by all investigators reporting their financial interests in the AIRS. Since this was the initiation year, the annual update time comes sooner than 12 months after launching. **The Annual Update is due July 1st.** The July 1 date applies regardless of when you last updated your Financial Interest Report (FIR). Even if you have no changes to report, you must still go in to your Financial Interest Report (FIR) to submit the Annual Update.

The AIRS will be sending automated messages to all individuals who have completed a 'Research FIR,' beginning with a first message on May 20th, with repeated mailings to those who have not submitted the Annual Update. You should have already received the first message.

To complete the Annual Update enter AIRS at <https://airs.research.vcu.edu>. Click on 'Financial Interest Report for [your name].' Click on 'Open my Financial Interest Report for Editing' or 'Edit Financial Interest Report' depending on the State your FIR is in. Unless you are someone who was required to submit the Statement of Economic Interests in January 2013, you should update your FIR to reflect only the last 12 months of financial interests. That means you can remove Financial Interests if dates are over a year from the date on which you are updating. If your update allows you to now change a former 'yes' response to a 'no', you must first remove all interests listed under the question BEFORE changing your response to "no". When you are finished with your update, check the box indicating your update is complete AND click Finish.

In addition to this Annual Update, I'd like to remind you about the requirement to update your FIR within 30 days under the following circumstances:

- 1) Obtaining a financial interest in a new entity not previously reported
- 2) Obtaining a financial interest in a previously reported entity where the aggregate amount is now over \$5,000
- 3) A change in Financial Interest relatedness to research because of new interests or new research

See the 'AIRS How-To Guide'- <https://www.vcu.edu/vcuera/airs.htm> - for more information about completing the Annual Update. You can also contact AIRS@vcu.edu with questions about updating your FIR. This note and further guidance can be found on the COI website at: http://www.research.vcu.edu/p_and_g/coi2.htm

Thanks for your continued cooperation in making the implementation of the AIRS possible at VCU.

Best regards,

Frank

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