

# Annual Update of the Financial Interest Report (FIR) in the Activity and Interest Reporting System (AIRS)

**DUE July 1, 2016**

Office of Research Integrity and Ethics  
Conflicts of Interest in Research Program

[AIRS@vcu.edu](mailto:AIRS@vcu.edu)

# Terminology

## **Activity and Interest Reporting System (AIRS):**

- A secure, electronic data entry system for reporting financial interests held by yourself and members of your immediate family

<https://airs.research.vcu.edu>

## **Financial Interest Report (FIR):**

- The report that contains financial interests held by yourself and members of your immediate family
- The FIR is reviewed in the context of specific research projects to identify conflicts of interest (COI) and the appearance of COI.

# Conflicts of Interest (COI) in Research

COIs exist in many forms and frequently are inherent to the nature of the research enterprise. A COI can arise in situations in which financial or other personal considerations have the potential to compromise or bias professional judgment and objectivity.

- Financial or non-financial interests can yield conscious or subconscious bias in the conduct and/or interpretation of research.
- Financial conflicts of interest can simply present an appearance of compromising an investigator's professional judgment in conducting or reporting research. While financial interests with outside entities are not intrinsically unethical, they threaten research integrity if not reported, identified, and/or managed.
- Unidentified conflicts of interest can be especially problematic in human subjects research if the investigator's objectivity is (or appears to be) compromised.

VCU Policy:

<http://www.policy.vcu.edu/sites/default/files/Conflict%20of%20Interests%20in%20Research.pdf>

# When to update your FIR

- **On an annual basis**
  - Due July 1<sup>st</sup> for all PIs and COI investigators on active or pending proposals or protocols
    - Proposals and/or protocols will not move forward until the FIR annual update is completed.
    - An annual update is required regardless of when you last updated your FIR and even if there are no FIR changes.
- **Within 30 days after any of the following circumstances:**
  - A new financial interest is obtained that has not been previously reported.
  - The aggregate for a previously reported financial interest is now over \$5,000.
  - There is a change in the relatedness of a financial interest to a given research project.

# 'COI Investigator'

Describes any individual, regardless of title, role, or position, who is responsible for the design, conduct, or reporting of research. This title is designated by the PI on the proposal or protocol.

- Note that when designating an individual as a 'COI Investigator,' independence and responsibility should be comparable/near comparable to that of the PI.
- At a minimum, the 'COI Investigator' is always the PI and the student/trainee investigator of a student project.

# FIR Annual Update Notifications

The annual update period opens on **May 10<sup>th</sup>**.

- An annual update notification will be sent from the VPRI to all active investigators.
- An email sent from AIRS will indicate the system is turned ON for the annual update.


Reminder notifications will be sent out weekly from [AIRS@vcu.edu](mailto:AIRS@vcu.edu) to those who have not completed the annual update.

# Ensure that the Research FIR box is clicked on the Introduction page

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

☒ Research Financial Interest Report

☐ Statement of Economic Interest




[airs.research.vcu.edu](http://airs.research.vcu.edu)

Outside of VCU? First connect to VPN  
(two-factor authentication required as of 5/5/2016)

<http://www.ts.vcu.edu/askit/network-services/rams-vpn/>

# Submitting Your FIR

To submit a FIR, make sure to check the **‘Update is Complete’** box before clicking the ‘Finish’ button.

 **VCU** Office of Research  
VIRGINIA COMMONWEALTH UNIVERSITY

Edit: Financial Interest Report -

<< Back Save | Exit | Hide/Show Errors | Print... | Jump To:  Finish

Responses will be saved when pressing Continue, Save or using the Jump To menu. For help navigating the system, use the Jump To menu to go to - Introduction.

Financial Interest Report for

End of Smartform:  
**FINANCIAL INTEREST REPORT**

CHECK IF YOUR UPDATE IS COMPLETE : ☐

Checking the box above and clicking FINISH below successfully submits the FIR into the system and places it in the ACTIVE state. If you are not ready to submit, do not check the box above. You may submit the form later by either returning to this screen and checking the box above or executing the submit activity in the report workspace.

Check the box above and click FINISH below to fully submit the FIR

<< Back Save | Exit | Hide/Show Errors | Print... | Jump To:  Finish



# Successful FIR completion

Once you have finished updating your FIR (and checked the 'Complete' box and clicked 'Finish'), the Current State moves to 'Active.'

If the Current State is NOT 'Active', you will continue to receive annual update email notifications.

## Current State

**Active**

## My Financial Interest Report Forms



View Financial Interest Report



Printer Version









View Differences

# Training renewal this year

The PHS Final Rule and VCU policy require COI training for all investigators at least every 4 years. Investigators currently within a 3-4 year time window will automatically be prompted to complete the short training module preceding their annual update.

COI in Research training completion is automatically documented in the investigator's FIR space.

History	Comments	Archive	Documents	Additional Information	Reviews	Management Plans	Snapshot
Activity		Author		Activity Date			
	Statement of Economic Interest Received	Dempsey, Jaycee L		1/9/2013 2:23 PM			
	Financial Interest Report Updated	Markowitz, Monika S		1/8/2013 11:00 AM			
	Financial Interest Report Opened for Editing	Markowitz, Monika S		12/11/2012 10:06 AM			
	Financial Interest Report Updated	Markowitz, Monika S		12/11/2012 10:04 AM			
	Beginning of Statement of Economic Interest Cycle	Administrator, System		12/6/2012 3:17 AM			
	COI Training Completed	Markowitz, Monika S		8/27/2012 12:12 PM			
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# Resources

## **How to Edit Your Financial Interest Report (video)**

<https://www.vcu.edu/vcuera/swf/COI%20How%20to%20Edit%20FIR/COI%20How%20to%20Edit%20FIR.htm>

## **AIRS How-to Guide**

[https://www.vcu.edu/vcuera/airs\\_how\\_to\\_guide.docx](https://www.vcu.edu/vcuera/airs_how_to_guide.docx)

## **VCU COI website**

<http://www.research.vcu.edu/coi/index.htm>

## **Questions?**

Contact [AIRS@vcu.edu](mailto:AIRS@vcu.edu)