

Sunday, May 10, 2015

FIR and COI Annual Updates Due

Dear Research Colleagues:

This email is a notice that **the Annual Update of your Financial Interest Report (FIR) in the Activity and Interests Reporting System (AIRS) is due by July 1st**. As per policy, FIRs are assessed by the COI Program for financial conflicts of interest related to specific research proposals and protocols.

The AIRS is available for Annual Update as of May 10th, 2015. You will receive an email from AIRS@vcu.edu on May 11th and every week until you have completed your Annual Update. The July 1st due date applies regardless of when you last updated your FIR. Even if you have no changes to report, you must still go into the AIRS to complete the Annual Update on your FIR.

To complete the Annual Update enter AIRS at <https://airs.research.vcu.edu>. From outside VCU, you must first access the VPN (<https://vpn.vcu.edu>). If needed, go to the COI website at <http://www.research.vcu.edu/coi/index.htm> for information about completing the Annual Update. When you are finished with your update, check the box indicating your update is complete AND click Finish. Your FIR is in the 'Active' state when it is fully submitted.

In addition to this Annual Update, keep in mind the requirement to update your FIR within 30 days throughout the year 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

Contact AIRS@vcu.edu with questions about updating your FIR or contact erahelp@vcu.edu with any technical issues

Thanks for your continued cooperation in utilizing the AIRS to keep your Research FIR current.

Francis L. Macrina, Ph.D.
Edward Myers Professor of Dentistry
And Vice President for Research and Innovation

Monika S. Markowitz, Ph.D.
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