

Sent 5/21/2014 6:00AM

From: VPRESEARCH@vcu.edu

Dear 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 July 1st**. As per policy, FIRs are assessed by the COI Program for financial conflicts of interest related to specific proposals and protocols.

You received an email on Monday, May 19th from AIRS@vcu.edu that notified you of the Annual Update period. You will continue to receive an AIRS email every week through July 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 [AIRS How-to Guide](#) 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.

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

This note and further guidance can be found on the COI website at: http://www.research.vcu.edu/p_and_g/coi2.htm Contact AIRS@vcu.edu with questions about updating your FIR.

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

Best regards,

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

Copies:

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