**Office of Research Integrity and Ethics**

Conflict of Interest in Research Program

# HOW TO COMPLETE YOUR ANNUAL FIR UPDATE

A quick guide to AIRS and your financial interest report (FIR)

Login to AIRS starting on May 10th

Access AIRS at [www.airs.research.vcu.edu](http://www.airs.research.vcu.edu)

Either:

1. Click on Financial Interest Report for [your name].
2. To update or review the entries in your FIR, click Edit Financial Interest Report My Financial Interest Report Forms.

If prompted, complete your COI training first. Yes, it is a requirement. We promise, it's quick!

\*If you're off campus, make sure you login to the VPN to access AIRS\*

Having tech issues? Contact ERAHELP@vcu.edu.

If usual log-in is unsuccessful, login to the VPN before accessing AIRS.

**What do you need to report?**

Financial and non-financial interests held by you and any member of your immediate family.

Be sure to include interests from the last 12 months and their research relatedness, if any, to all proposed or ongoing research.

If you're unsure what to report in each section, click on the HELP icons!

Don't forget to report US and non-US activities and travel!

**You're finished!**

At the end of the smartform, you'll click the checkbox to affirm the accuracy of your reported financial interests. Click Finish in the bottom right-hand corner of your screen to submit.

On the main FIR page, the current state will now be "Active" and your history will show that you've

submitted your annual disclosure.

**Things to remember.**

Interests should be updated within 30 days of discovering or acquiring a new financial or non-financial interest.

Contact AIRS@vcu.edu for questions about interest reporting.