OAIR Guidance – Investigators without a HarvardKey

The following options are available for individuals without a HarvardKey who are required to disclose under Harvard policy.

Methods of Reporting

Harvard faculty and affiliates who are required to disclose use Outside Activity and Interest Reporting system using a HarvardKey. With the instructions below, individuals without a HarvardKey who are required to disclose may:

1. Obtain a HarvardKey / Harvard University ID number (HUID) by requesting a role to then log in to OAIR and provide the necessary information.
   OR
2. Review the training, complete the offline version of the form, and email it to your administrator contact.

Requesting a Role

To request a new HarvardKey/HUID or reactivate a previous HarvardKey/HUID, please follow the steps to complete and submit a request form described here: https://harvard.service-now.com/ithelp?id=kb_article&sys_id=0a8c368bdbec0fc083a2f3f7bf9619b3

After the request is submitted, it ordinarily takes up to three days to update your access to OAIR.

After you receive your HUID (or notice of reactivation), **claim your HarvardKey** (if you have not done so already) to use those credentials to complete log in.

Offline Reporting

To report outside of the OAIR system because you do not have a HarvardKey and are unable to obtain one:

1. Read the required training
2. Download the Word form (on the support site)
3. Email the completed form to your administrator contact (see reviewers list on OVPR site)

After you have submitted the completed form, additional information or confirmations may be required to complete the review. The review will be completed via email.