OAIR Submission Guide

Outside Activity and Interest Reporting System

December 8, 2023

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Logging In

The Outside Activities and Interest Reporting (OAIR) system is secure, which means only authorized individuals have access to it. When you log in to the system, you get a personalized view of the information and possible actions pertinent to you.

To log in:

1. Locate your HarvardKey and password
2. Navigate to oair.harvard.edu
3. Enter your credentials (email address and password) in the appropriate spaces
4. Click the Sign In button
5. Once authenticated, you will be taken into the OAIR system, to your personal workspace.

If you are unable to log in, contact the OAIR Help Desk at oairhelp@harvard.edu.

Understanding Certifications and Disclosures

A **certification** is a submission type which contains a confirmation of your institutional responsibilities, validation that the information is correct, and if applicable, or one or more disclosures.

A **disclosure** is a single record, indicating the external organization, institution, or entity, along with information about the nature of the relationship such as, any value, payments, time spent providing services, or activities conducted. Disclosures are always created, updated, and reviewed within the context of the certification.

There are three types of certifications in the OAIR system: Annual Certifications, Research Initiated Updates, and Disclosure Updates.

- **Annual Certifications** – a certification that satisfies the university's requirement that the designated discloser population must update their outside activities and interests at least annually. These certifications are typically created and submitted during a school's annual disclosure period but may also be created outside of that time period as needed. Your school's COI administrators will create an annual certification for you when it is required.
- **Research Initiated Updates** – a certification that satisfies the university's requirement for investigators on certain sponsored research projects to disclose their outside activities and interests. These certifications may be created for funding proposals and/or projects at an award stage and are always created automatically based on project information received in OAIR from GMAS.
- **Disclosure Updates** – a certification that is typically created when a discloser has new information to report about their outside activities and interests outside the annual disclosure period or outside of research project-related requirements. **Note:** Disclosure Update certifications are the only type that you are able to create yourself.

When you are required to complete a certification according to University and school policies, you will receive a notification from the system. This notification will include a link to the certification for you to complete.

If you need to update your disclosures because you have new activities or interests or updates to previously disclosed activities or interests, see the instructions for Updating Disclosures below.

For more information on the University's policies on reporting outside activities and interests, see the [Office of the Vice Provost for Research's] website.

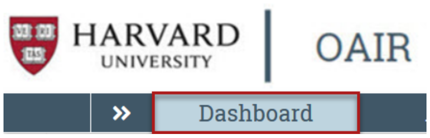
Accessing a Certification

You may want to go to a specific certification workspace to view or update its contents, submit it for review, review it, or take other actions.

To view a certification workspace, click the certification name when you find it in a list of submissions.

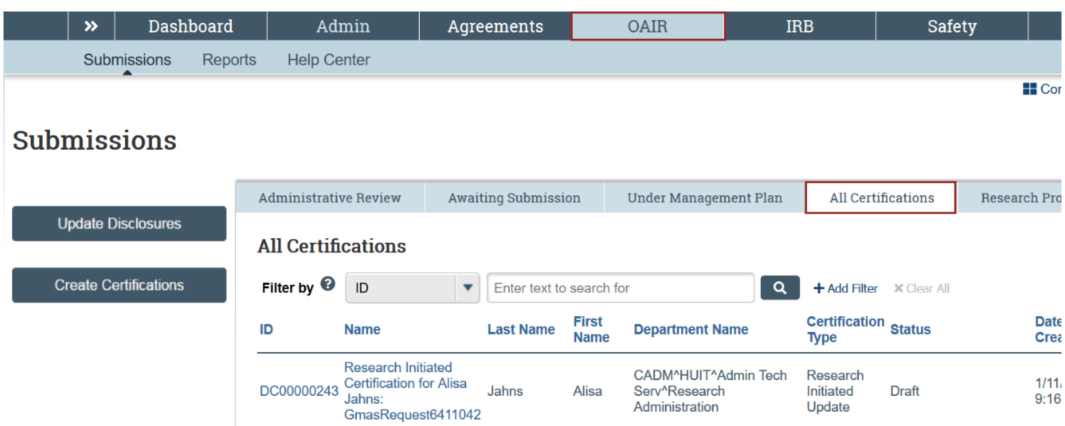
To find a list that includes the certification name:

1. **Dashboard** (only items that require attention): Click the **Dashboard** link in the top navigation header. This list displays certifications awaiting submission or responses to reviewer requests for clarification.



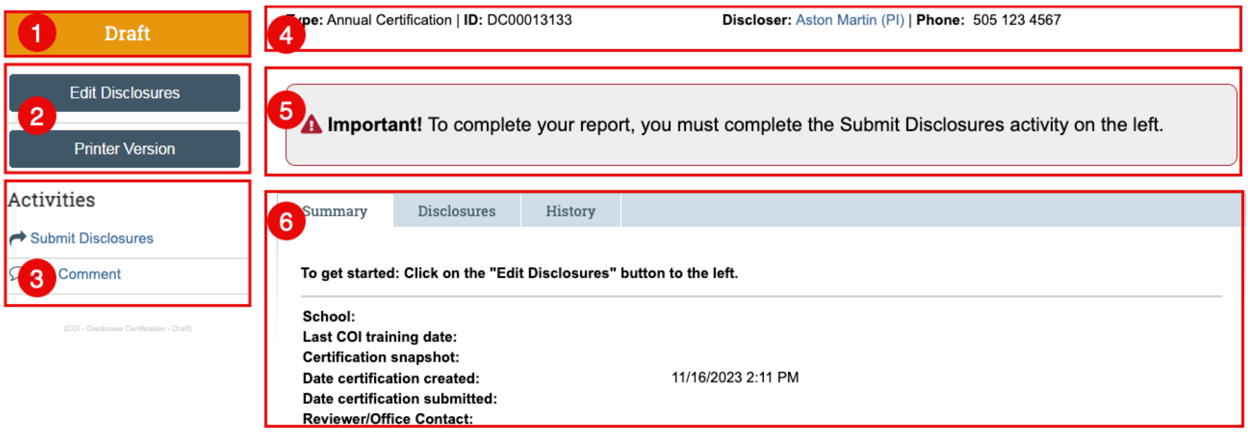
OR

2. **OAIR** (all items to which you have access): Click **OAIR** in the top navigation header and select the **All Certifications** tab. This list displays links to the workspaces for all submissions in the system that you have permission to view.



Certification Workspace Overview

Workspace Regions



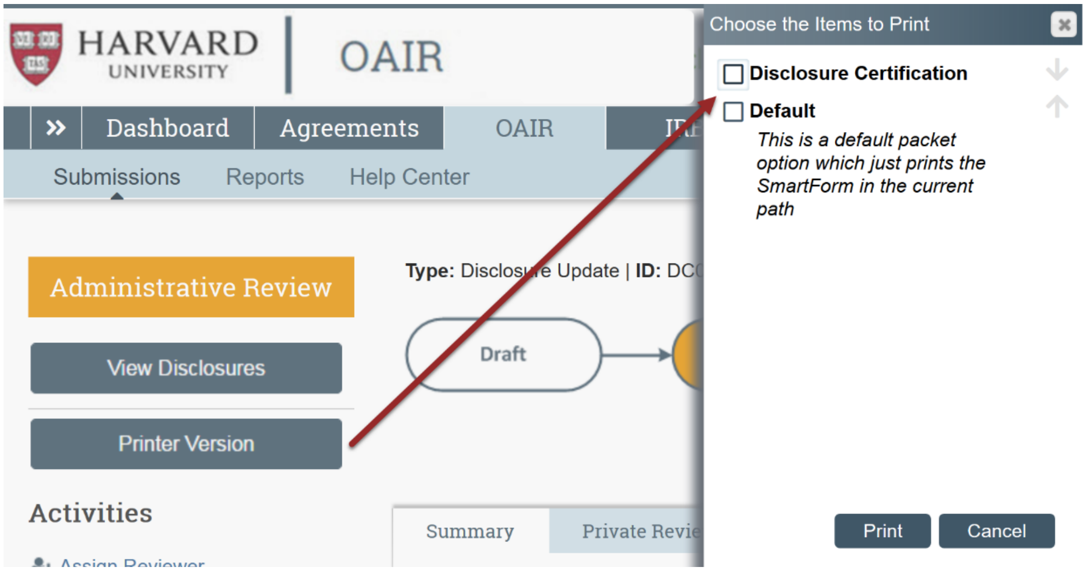
Region	Information in this region
1	**Status** The status region will show the current review status of the certification.
2	**Next Steps** This set of blue buttons allows for: • Editing or viewing the current certification SmartForm and • Displaying a printer-friendly version.
3	**Activities** Activity links display depending on the status of the certification.
4	**Certification Overview** This section displays the following items for reference: • The type of certification, • Your name, and • An overview of the review process with the current status of the certification highlighted.
5	**Notification Area** When the record has not yet been submitted for review, a reminder to complete the submit activity displays in this space.
6	**Certification Tabs** Click the tabs to view: • Summary Information about your affiliation and COI training, key dates associated with the certification, and a link to the certification snapshot when applicable. Research certifications will also include information about the associated research project. If a certification is in review, this tab will also display comments and clarifications. • Disclosures Information about your current interests and activities. • History Information about each action taken on the certification and view of comments or activity attachments.

Viewing and Printing a Certification

To view detailed information about a certification and related disclosures:

- To view the SmartForm, page by page, click **View Disclosures**
- To view the SmartForm as one page, click **Printer Version** and then select the **Default** option

- To view a condensed version of your information as one page, click **Printer Version** and then select the **Disclosure Certification** option



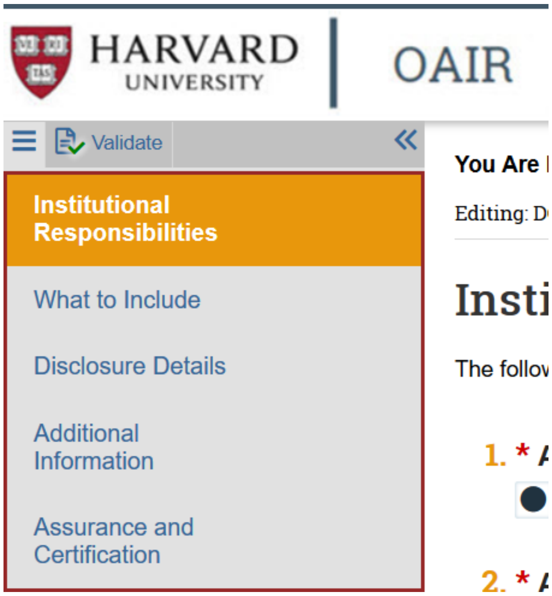
Certification Overview

Completing a certification is done by entering information into a series of online forms. The forms may contain required information, identified by a red asterisk (*). You cannot proceed without providing that information. The simplest approach to complete your certification is to follow the forms in order, answering the questions and clicking Continue to save your information and move to the next form. When you reach the end of the series of forms, click the Exit button to return to the protocol workspace.

To start your certification:

1. From the system notification you received, click on the certification link or click on the link to the certification from the system Dashboard.
2. In the Certification workspace, click **Edit Disclosures** on the left.
3. In each form, fill in the applicable boxes, answer the questions, and attach documents, if appropriate.
4. Click **Continue** to move to the next form.

5. Use the navigation menu on the left-hand side of the page to go to a specific section. You can collapse this menu by clicking the ≪ button, or if it is collapsed, click ≫ to expand it.



6. To save or exit the SmartForm at any time, click on “Save” and “Exit” button in the lower right of the page. Exit will take you to that certification’s workspace.

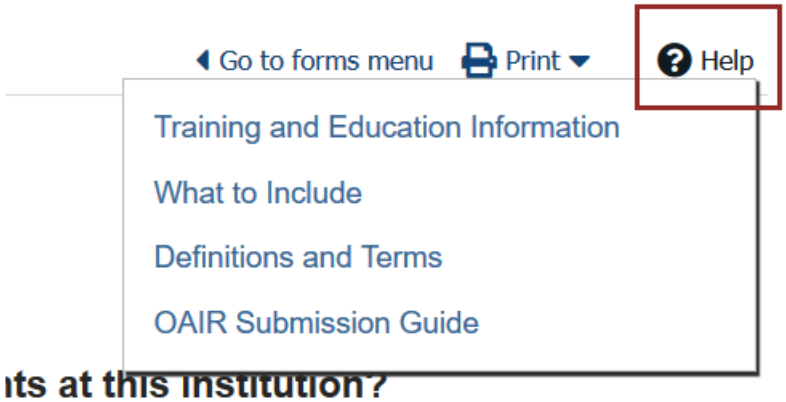
7. When you reach the final form, click **Save & Exit** or, if you are ready to submit, follow the instructions in the Submitting a Certification section below.

   You can continue to edit the certification until you submit it for review.

What to Include in the Certification

The SmartForm is a series of web forms where you can input specific information about your activities and interests. The following sections describe what information should go into each space of the SmartForm.

Note: While you are completing your certification, you can access training and education information, instructions on what to include, and definitions and terms at any time by visiting the [Office of the Vice Provost for Research’s OAIR webpage](#) or through the links available from the **Help menu** in the top right corner of the SmartForm.



Certification SmartForm

SmartForm Section: Institutional Responsibilities

1. * **Are you directly involved in the teaching, instruction, or education of students at this institution?**
2. * **Are you directly or indirectly involved in any research at this institution? This includes, but is not limited to, being listed on any funding proposal, awarded grant, or research protocol submitted to an Institutional Review Board or Institutional Animal Care and Use Committee.** If you are included as an investigator on a funding proposal or awarded project in GMAS, this question will already be answered Yes.

SmartForm Section: Training and Education Information

This page informs you of Harvard University's policies and procedures regarding outside professional activities and financial interests and the federal regulations that underlie them. It also includes information about what outside professional activities and financial interests should be reported, when you are required to report them, and how the University reviews them.

This page of the form will display for your review on the first certification you complete in OAIR and every four years after you last reviewed it.

> * **Date that you completed your COI training:** Confirms the date that you reviewed the training and education information. By default, the current date will display and should not be changed.
> * **I certify that I have read and understood the education materials presented to me:** After you have read the information on the page, you must check the checkbox to confirm that you have read the training and education materials.

SmartForm Section: What to Include

This page describes what outside professional activities and financial interests you should report.

> * **Do you have any outside professional activities and/or other relevant interests to report?** If you have any activities and interest that meet the criteria described in the instructions, answer Yes to this question. If you reported activities and/or interests on your last certifications, you must answer Yes.

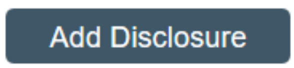
Note: If you answer Yes to this question, you must have one or more relationships included on the Disclosure Details page. If you do not have any relationships disclosed, you will not be able to submit your certification unless you add relationships or change your answer to this question to No.

SmartForm Section: Disclosure Details

This page only displays if you have indicated that you have outside professional activities and/or other relevant interests to include.

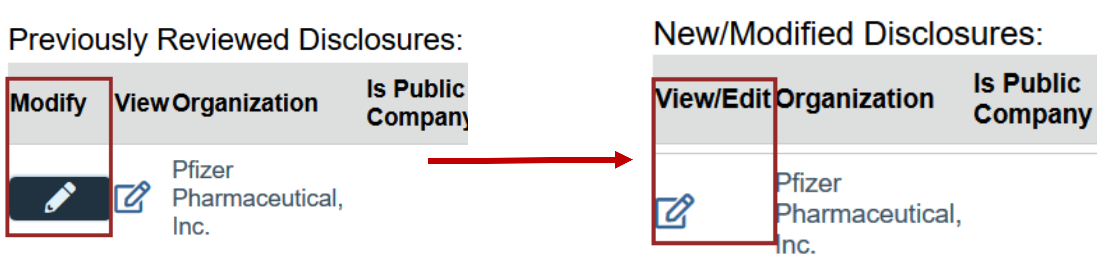
On this page, you can add, update, and remove information about your relationships with external organizations.

To provide information on new entity or organization relationships, click on the **Add Disclosure** button. Clicking this button will open a blank Disclosure SmartForm. See the Disclosure SmartForm section below for more information.



To update previously disclosed relationships:

- If the relationship was **previously reviewed**,
  1. Click on the **Modify** button next to the entity/organization.
  2. In the **Open for Modification** pop-up, confirm that you want to modify the information and click **OK**.
  3. When the organization has moved to the list above (of New/Modified Disclosures), click on the **Edit** button to access the Disclosure SmartForm.



OR

- If the relationship **has not been reviewed**,
  1. In the **New/Modified Disclosures** list, click on the **Edit** button to access the Disclosure SmartForm.

To remove previously disclosed relationships, click on the **Remove** button next to the entity/organization. You will be asked to confirm that you want to remove the relationship.

Note: Removing a relationship cannot be undone. If a relationship has been removed by accident, you will need to re-add the information by clicking on the Add Disclosure button and completing the form again. When you remove a relationship, it will show as Pending Removal until the certification has been submitted and review is complete (if review is required).

> **Important!**
> **Migrated Data**
> If you had activities and interests that you disclosed in the fCOI or HMS OAR systems prior to January 15, 2021, **some limited information** about these activities and interests will be included in the first certification you complete in OAIR. These relationships will be listed as **Previously Reviewed Disclosures** on the Disclosure Details page.
> **You MUST update this information.** Follow the instructions above to update or remove these disclosures.

SmartForm Section: Research Initiated Certification Information

This page only displays if the certification is a Research Initiated Update and you have indicated that you have outside professional activities and/or other relevant interests to include.

1. *** Describe how the aims of the present research project might overlap with your outside activity(ies). Include if any of your financial interests could reasonably appear to directly and significantly affect the design, conduct or reporting of the proposed research:**
2. **If there may be overlap, how will you keep your interests and obligations to any outside entity separate from your activities related to this institution and the present research project(s)? If there is no overlap, leave blank.**

SmartForm Section: Additional Information

This page only displays if you have indicated that you have outside professional activities and/or other relevant interests to include.

3. **Any additional information about this report or information that may be helpful/useful in reviewing this report:** If you have additional information related to your outside activities and interests, you have the option to include that information here.
4. **Document upload (Attachments may include any other details about information previously provided in this report):** Use this space to attach any documents that may support the information you provided in your certification and may be requested by your school.

SmartForm Section: Assurance and Certification

This page asks you to confirm that your information is accurate and that you understand your disclosure obligations. The page includes a summary of any activities and interests you have disclosed for your review.

From this page, you may submit your certification following the instructions in the Submitting a Certification section below or you may click the **Exit** button to simply close the form to submit it at another time.

Disclosure SmartForm

SmartForm Section: Create New Disclosure

1. **Select the external organization this disclosure is for:** Indicate the name of the organization or institution the relationship is with. Type the organization name in the space provided (a list will appear with options from which to select), or you can click the ellipses […] to search the list of available organizations. Use the "%" symbol to replace portions of a word of which may be unclear or possibly not spelled correctly. This is called a "wildcard" character.
2. **If you are unable to find the organization, please enter as text below:** If the name does not appear in the list available in question 1, type the name of the organization in this space.

SmartForm Section: Organization General Information

1. *** Organization/Entity Name:** The organization added on the previous page displays here and can be edited as needed.
2. *** Who has the relationship (check all that apply)?** Select the individual(s) in your family who have the relationship: Self, Domestic Partner/Spouse, Dependent Child. Select all that apply.
3. *** Type(s) of relationship(s) with this organization (mark all that apply for all interests with and services for this entity/organization):** Select the categories of services or interests that best characterize the relationship with the organization. For more information about the relationship types listed, see **Definitions and Terms**.

SmartForm Section: Organization Information

This page only displays if you entered in the organization on the Create New Disclosure page. If you selected the organization from the list that already existed in the system, this page will not display.

1. *** Organization name:** The organization added on the Create New Disclosure page displays here and can be edited as needed.
2. **Is this organization publicly traded?** If you know whether the organization is publicly traded, mark yes or no in the space provided. If you do not know the answer, you may leave the question unanswered.
3. **Is this organization for profit?** If you know whether the organization is for profit, mark yes or no in the space provided. If you do not know the answer, you may leave the question unanswered.
4. *** Is this organization a foreign entity, i.e. organized outside the United States?** You must select a response from the dropdown to indicate whether the organization is based outside the United States. If you do not know where the entity is organized, you may select the Don't Know response.

SmartForm Section: Stock or Equity

This page only displays if you selected Equity (shares/options) or Ownership Interest as a relationship type.

1. * **Do you own stock in this organization?**
   If yes is marked:
   * **Current estimated value of the stock in this organization (indicate $0 if previously reported equity was sold for cash payout) OR cannot be readily ascertained:** If you have indicated that you own stock, you must either provide an estimated value for that stock or check the checkbox to indicate that you cannot determine the value.
2. * **Do you own stock options, partnership holdings, or any other form of equity in this organization?**
   If yes is marked:
   * **Current estimated value of the stock options, partnership holdings, or any other form of equity holdings in this organization OR cannot be readily ascertained:** If you have indicated that you own another form of equity besides stock, you must either provide an estimated value for that stock or check the checkbox to indicate that you cannot determine the value.
3. **Percentage of the company's outstanding interests held:**
4. * **How the equity was acquired, including if there is a founding relationship:**

SmartForm Section: Professional Services or Employment

This page only displays if you selected Professional Services or Employment as a relationship type.

1. * **Category of professional service or activity (mark all that apply, at least one must be chosen):** Select the categories of services that best characterize the relationship with the organization. For more information about the service types listed, see **Definitions and Terms**.
2. * **Estimated value of payments received in the past twelve months (if work was uncompensated, enter $0):** Enter the total value of all compensation received in the past twelve months. **Note:** If the compensation included any form of equity, make sure that you are including that equity interest on the Organization General Information page when selecting your relationship and interest types.
3. **If any or all of this compensation was provided in kind, description of the goods or services provided:**
4. * **Service or activity description (including any position name):** This field only displays if you select Employment or research or teaching appointment as the category of professional service provided.

SmartForm Section: Editorial Services

This page only displays if you selected Editorial Services as a relationship type.

1. * **Estimated value of payments received in the past twelve months (if work was uncompensated, enter $0):** Enter the total value of all compensation received in the past twelve months.
2. * **Description of services performed:**

SmartForm Section: Intellectual Property Rights

This page only displays if you selected Inventorship/Authorship on Intellectual Property (license/royalties) as a relationship type.

1. * **Payments made through (mark all that apply):** Select Harvard if the payments received from the organization were paid to Harvard; Select non-Harvard institution or entity if the payments were paid directly to you.
2. * **Estimated value of payments received in the past twelve months (indicate $0 if no income has been received):**
3. * **Description of the invention or other intellectual property, the status of its intellectual property protection (patent, patent application, copyright, trade secret, etc.) and its relationship to the reported entity (e.g. entity is exclusive licensee or co-owner or co-developer):**

SmartForm Section: Prizes or Awards

This page only displays if you selected Prizes or Awards as a relationship type.

1. * **Estimated value of payments received in the past twelve months:**
2. * **Description (including award or honor description):**

SmartForm Section: Reimbursed Travel (including travel paid on your behalf, by a third party)

This page only displays if you selected Reimbursed Travel (including travel paid on your behalf, by a third party) as a relationship type.

1. **Total (or accumulated) estimated value of reimbursed (or directly paid for by a non-Harvard entity) travel in the past 12 months (including airfare, lodging, meals, entertainment, and per diem):**
2. * **Trip Information:**
    - **a.** * **Destination:**
    - **b.** * **Duration of the trip (in days):**
    - **c.** * **Purpose of the trip:**

SmartForm Section: Board of Directors (Fiduciary Board Membership)

This page only displays if you selected Fiduciary Board Membership as a relationship type.

1. * **Estimated value of payments received in the past twelve months (if work was uncompensated, enter $0):** Enter the total value of all compensation received in the past twelve months. **Note:** If the compensation included any form of equity, make sure that you are including that equity interest on the Organization General Information page when selecting your relationship and interest types.

SmartForm Section: Additional Disclosure Information

1. **Days you spent providing services for this organization (may be reported in partial days):**
   * **Days during the last 12 months:** This field only displays if you selected Self as the person who has the relationship. Enter the total number of days you provided services for the organization during the academic year and the summer.

Faculty with a nine-month appointment: of the days reported above, indicate the number of days that were during the summer term (if 12-month appointment, leave blank): This field only displays if you selected Self as the person who has the relationship. Enter the number of days you provided services for the organization during the summer ONLY.

* **Describe the relationship between this entity and your research, teaching, or other University-related activity in which you are involved:**

2. * **Does this entity own, license, market or sell a product or technology, that you research as part of your institutional responsibilities?** This question only displays if you indicated that you are involved in research on the Institutional Responsibilities page.
   If yes is marked:
   * **Is this relationship managed by the Harvard Office of Technology Development (OTD)?**
   * **Information about relevant IRB approval for research involving this product or technology (if there is no relevant IRB information, indicate "N/A"):**
3. **Describe how this entity may relate to research where you are listed as study staff on the Harvard IRB protocol (including ESTR IRB number or PI name and title):** This question only displays if you indicated that you are involved in research on the Institutional Responsibilities page.
4. * **Does this entity fund research in which you participate at Harvard or at one of the Harvard affiliates (including hospitals)?** This question only displays if you indicated that you are involved in research on the Institutional Responsibilities page.
5. * **Does this entity receive funds (for example via subaward or vendor contract) for research in which you participate at Harvard or one of the Harvard affiliates (including hospitals)?** This question only displays if you indicated that you are involved in research on the Institutional Responsibilities page.
6. **Additional information about this entity, relationship, or disclosure for consideration by the reviewer:** If you have additional information related to the relationship with this organization, you have the option to include that information here.
7. **Document upload (Attachments may include speaker's bureau-organized presentations, with a list of individual organizations, client list, or other details about this relationship)** Use this space to attach any documents that may support the information you provided in your certification and may be requested by your school. For example, you may include client lists or a list of speakers bureau engagements.

Editing a Certification

You can continue to make changes to your certification and disclosures **until you submit the certification**. You can also make changes if the reviewer requests clarifications or changes. For more information on making changes after the certification has been submitted, see When Review is Required

When you submit a certification, the system will determine whether the certification requires review. If the criteria for review are not met, the certification will transition to the **No Review Required** status and the process is complete. If the certification needs review, it will transition to the **Administrative Review** status.

Requires Review	No Review Required
• All certifications that include new or updated disclosure(s) • Research Initiated Updates that include disclosures • Disclosure Updates or Annual Certifications submitted when the you have new research (defined as projects awarded since your last certification and for which you were not required to complete a certification)	• Certifications that include no disclosures • Certifications that include no changes to previously reviewed disclosures or where the only change was the removal of disclosures

Responding to a Request for Clarifications.

To edit a certification before it has been submitted:

1. On the **Dashboard**, in **My Inbox**, click the name of the certification to open it.
   Note: If the submission does not appear in your inbox, see Accessing a Certification.
2. Click **Edit Disclosures** on the left.
3. Make changes in the form as appropriate.
4. Exit the certification by clicking the **Exit** link (if prompted, be sure to select **Save Changes & Exit**) or by clicking **Continue** on each page of the form until you reach the final page and then clicking **Save & Exit**.

Important!
Once you have submitted your certification, you will not be able to edit it. If you need to make changes post-submission, contact your school or unit's main OAIR contact (see the OVPR website for a list of contacts) or email the OAIR Help Desk at oairhelp@harvard.edu.

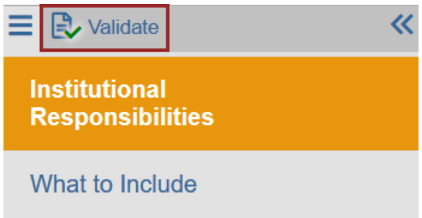
Checking a Certification for Errors

Checking the certification for errors and omissions helps you include all the relevant information.

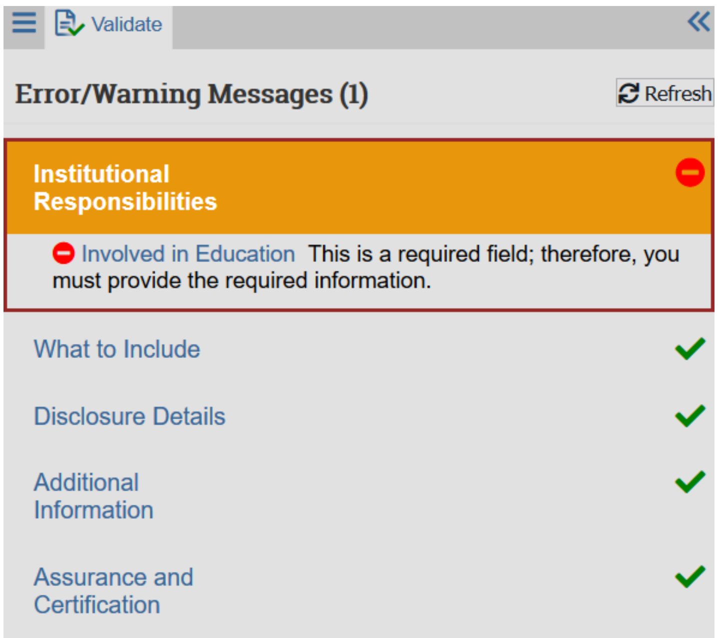
1. **Automatic system error checking** identifies any omitted answers to required questions on the form when you click Continue. A red asterisk (*) precedes each blank or question that requires an answer. In additional, error messages in red will indicate which information is missing.
2. **Visually inspecting the forms** to see what you may have missed. To perform a visual inspection, open the submission and look through the forms in order. To open the submission, see Editing a Certification. Be sure to answer all relevant questions and attach any helpful documents.
3. **Using the Validate option** to find and correct all errors before submitting the study. The system automatically checks for missing required information when you attempt to submit the certification. However, you may also check the certification for errors before attempting to submit it, using the steps below.

To use Validate to find and correct errors

1. Open the submission, as explained in Editing a Certification.
2. From the left-hand navigation area, click **Validate**.



3. The left-hand navigation area expands to show **Error/Warning Messages**, listing all the current errors and where to find them.



4. For any error listed, click the link in the error message to go to the page of the form containing the error.
5. Fill in the missing information.
6. Click **Save** to record your changes and update the list of errors in the Error/Warning Messages pane.
7. Continue correcting errors until no errors are listed.

Submitting a Certification

After entering all required information into the SmartForm and attaching files as appropriate, you must submit the certification. You may submit the certification from the last page of the SmartForm or by completing the submit activity in the workspace.

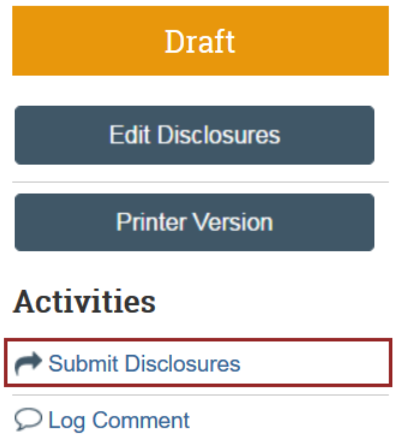
To Submit from the SmartForm:

1. In the SmartForm, navigate to the **Assurance and Certification** page.
2. Review the Assurance and Certification statements.
3. At the bottom of the page, check the **checkbox** next to the statement, **My disclosures are up-to-date and accurate and I confirm that I understand and agree with the above statements.**

4. Click the **Finish** button.

To Submit from the Workspace:

1. On the **Dashboard**, in **My Inbox**, click the name of the certification to open it
   Note: If the submission does not appear in your inbox, see Accessing a Certification.
2. Click the **Submit Disclosures** link from the Activities list on the left.



Note: The system will conduct an error check to identify if any required questions were missed. If any errors or warnings are shown, click the link in the Jump To column to go to the page of the SmartForm containing the problem. For more information, see **Important!**
Once you have submitted your certification, you will not be able to edit it. If you need to make changes post-submission, contact your school or unit's main OAIR contact (see the OVPR website for a list of contacts) or email the OAIR Help Desk at oairhelp@harvard.edu.

Checking a Certification for Errors.

When all errors are corrected, try clicking Submit Disclosures again.

3. In the Submit Disclosures activity form, check the **checkbox** next to the statement, **My disclosures are up-to-date and accurate and I confirm that I understand and agree with the above statements.**
4. Click **OK** to complete the activity.

When a certification is submitted, you will receive a notice confirming that the submission has been completed.

When Review is Required

When you submit a certification, the system will determine whether the certification requires review. If the criteria for review are not met, the certification will transition to the **No Review Required** status and the process is complete. If the certification needs review, it will transition to the **Administrative Review** status.

Requires Review	No Review Required

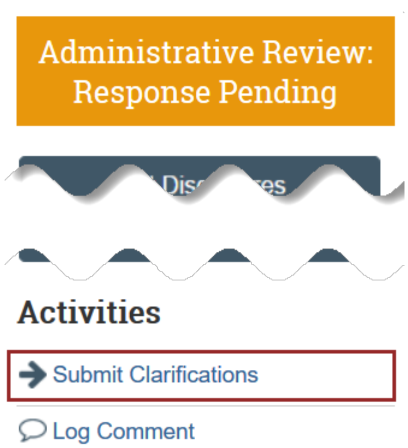
• All certifications that include new or updated disclosure(s) • Research Initiated Updates that include disclosures • Disclosure Updates or Annual Certifications submitted when the you have new research (defined as projects awarded since your last certification and for which you were not required to complete a certification)	• Certifications that include no disclosures • Certifications that include no changes to previously reviewed disclosures or where the only change was the removal of disclosures

Responding to a Request for Clarifications

At any stage during the review process, the reviewer may request clarifications to your certification and/or associated disclosures. If the reviewer requests clarifications, you will receive a system notification detailing the request.

To view the details of the request and respond:

1. Click on the certification link in the notification or find the certification using the steps described in the Accessing a Certification section.
2. Edit the certification to incorporate the changes as needed. For instructions, see Editing a Certification. **Note:** To view details about the requested clarifications, refer to the Clarifications and Comments area on the Summary tab of the certification or click on the History tab to see the reviewer's notes and any related documents.
3. Once you are ready to submit your response, click **Submit Clarifications** to return the certification to the reviewers.



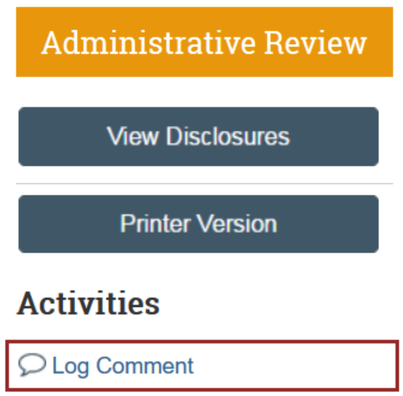
4. In the **Submit Clarifications** activity form, you may add notes to the reviewer. However, make sure that any disclosure updates are incorporated into the SmartForm itself.
5. Click **OK** to return the certification to the review process.

Communicating with COI Administrators During Review

At any point during the disclosure process, you can complete the **Log Comment** activity to post a note to the certification history that all individuals with access to the submission may view.

To Log a Comment:

1. Navigate to the certification using the steps described in the Accessing a Certification section.
2. In the certification workspace, click the **Log Comment** link from the Activities list on the left.



3. In the **Log Comment** activity form, add notes to the reviewer. **Note:** Any disclosure updates should be incorporated into the SmartForm itself.
4. Click **OK** to complete the activity. The comment you added will appear on the **History** tab.

Important!

- Logging a comment DOES NOT send an email or notice; it only records a note on the submission history.
- These comments are visible to all individuals with access to the submission.
- If a certification is in the Administrative Review: Response Pending state, use the **Submit Clarifications** activity to send information back to the reviewers.

Research Project Requirements

Research Certifications

Research Initiated Update certifications are created automatically in OAIR based on information received from GMAS. If you are an investigator on a project in GMAS that includes a requirement for investigators to disclose their outside activities and interests, you will need to complete a research certifications either when a funding proposal is created **OR** when the project reaches award status.

Funding Proposals

If you are added to funding proposals in GMAS, a Research Initiated Update certification will be created you:

- If the school/unit responsible for the project is HMS or Wyss and if you have not submitted a certification within the last 12 months

OR

- If the project sponsor is PHS+ and if you have not submitted a certification within the last 12 months.

You will receive a notification that will include a link to the certification that you must complete.

HARVARD
UNIVERSITY

To: [redacted]

Link: [redacted]

Action Required: Please update and submit an Outside Activity and Interest Report for your research project

Project: [redacted]
Title: [redacted]

In order to participate as an investigator in the above-referenced research project, you are required to ensure that your outside professional activities and financial interest report is up-to-date, add information, and make changes if necessary and answer questions about potential overlap between any of those activities/interests and the research project. **This must be completed to proceed with any further sponsored award related actions.**

To complete this report:
- Click on the link above
- Choose "Edit Disclosures" (on the left)
- Review, update, and confirm information in the form
- Finalize and submit your disclosure certification

This is a system notice, please do not reply.

Office of the Vice Provost for Research

If you have a certification on file already, you will receive a notification reminder to update your outside activities and interests if necessary.

HARVARD
UNIVERSITY

To: [redacted]

Update Reminder

Project: [redacted]

Title: [redacted]

In order to participate as an investigator in the above-referenced research project, you are required to have an up-to-date outside professional activities and financial interest report.

You have submitted a report within the past 12 months. To view the current activities and interests you have on file, log into oair.harvard.edu, navigate to the OAIR tab, and on the OAIR tab, click on the My Disclosures tab.

- If you do not have any changes to report, you do not need to take action.
- If you do have new interests or activities to report since you last disclosed, log into oair.harvard.edu and complete an update.

Please reference Guidance for completing the Outside Activity and Interest Report certification form for information about completing an update and how to navigate the system.

This is a system notice, please do not reply.

Office of the Vice Provost for Research

Project at Award

When a project on which you are an investigator reaches the At Award stage in GMAS, a Research Initiated Update certification will be created for you:

- If the school responsible for the project is HMS and if you did not submit a certification for the project at the proposal stage

  OR

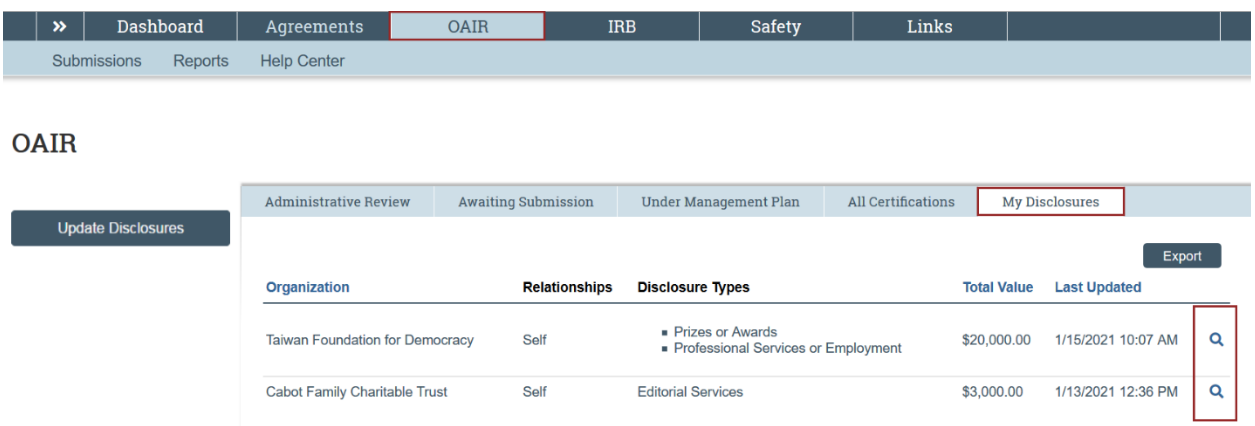
- If the project sponsor is PHS+ and if you did not submit a certification for the project at the proposal stage.

You will receive a notification that will include a link to the certification that you must complete.

Accessing Disclosures

You can view information about the activities and interests you have reported at any time by going to the OAIR Submissions page and clicking on the **My Disclosures** tab. This tab displays a summary list of your current activities and interests. To view the details of a disclosure, click on the **Magnifying Glass** icon. Clicking the magnifying glass will open the workspace for that disclosure.

Note: If you currently have a certification in draft or in review, clicking on the magnifying glass for a disclosure will take you to the certification in progress.



Exporting All Your Current Disclosures

From the My Disclosures tab, you can export a list of your current disclosures.

To Export Disclosures:

1. Click the **Export** button.
2. In the pop-up displaying the status of your export, click the **Click here to download** link that displays once the export process is complete.
3. Open or save the csv file to your computer as prompted in the browser.

Note: You may need to enable pop-ups in your browser if it is set to block them by default.

The downloaded file will include only the summary disclosure information displayed on the My Disclosures tab.

Exporting Your Current Outside Activities from OAIR

From a report in OAIR, you can export a list of certain outside activities that *may be* used to help you complete the Biosketch and Other Support disclosure requirements for sponsored projects.

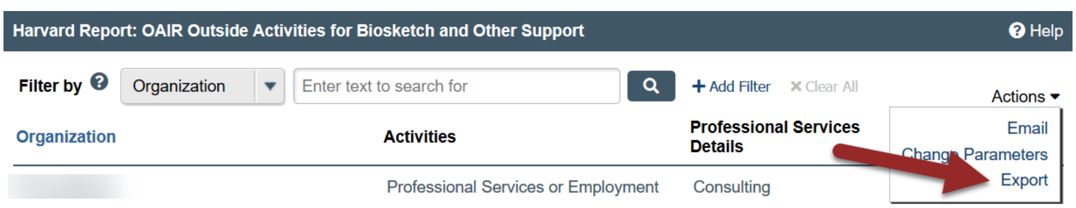
More information on disclosure requirements for sponsored projects can be found on the [Office of the Vice Provost for Research site].

To Export Outside Activity Disclosures:

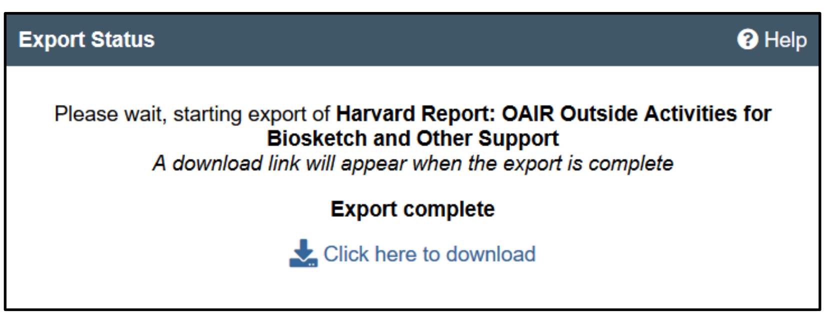
1. Login to OAIR at [oair.harvard.edu].
2. Click on the following link to run the report: [OAIR Outside Activities for Biosketch and Other Support].

   Note: You must be logged into the system already before you try to run the report.

3. In the report window, click on the **Actions** dropdown and select the **Export** option.



4. In the pop-up displaying the status of your export, click the **Click here to download** link that displays once the export process is complete.



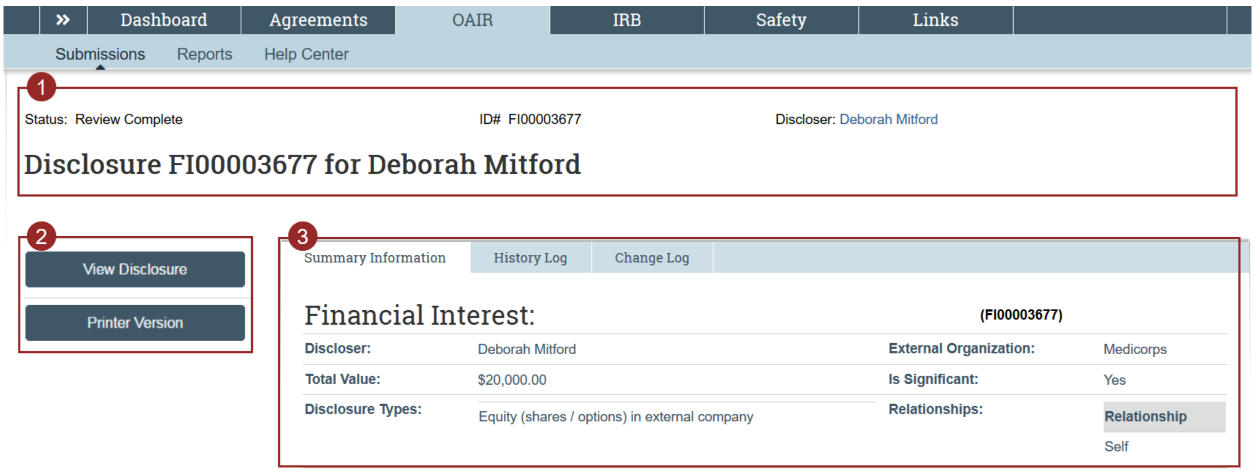
5. Open or save the .csv file to your computer as prompted in the browser.

   Note: You may need to enable pop-ups in your browser if it is set to block them by default.

The downloaded file will include for each of your active outside activity disclosures: the organization name, the types of activities performed, and the 12-month time commitment for those activities. Disclosures of financial interests and sponsored travel are not included.

Disclosure Workspace Overview

Workspace Regions



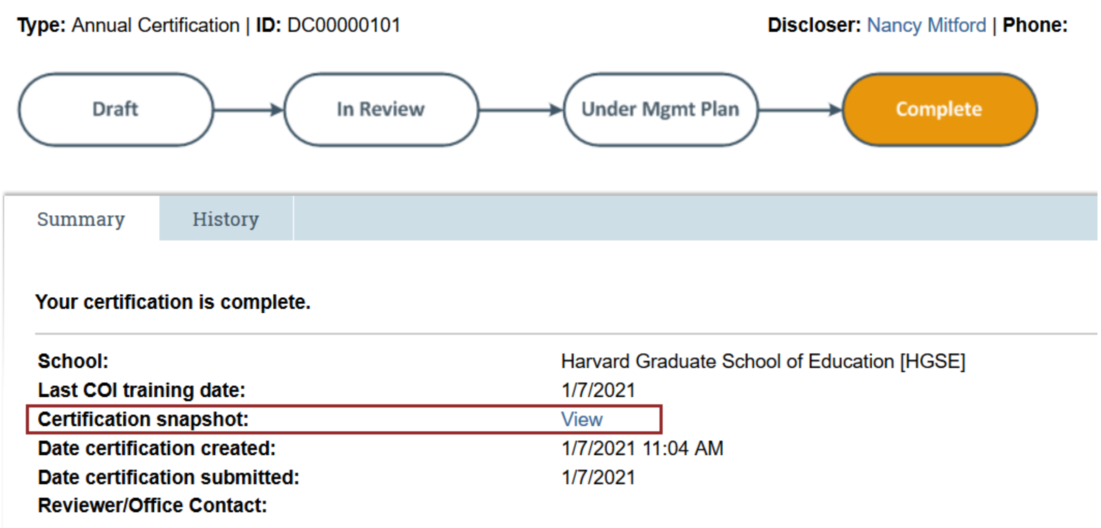
Region	Information in this region
1	**Research Project Overview** This section displays the following items for reference: • The name and status of the disclosure.
2	**Next Steps** This set of blue buttons allows for: • Viewing the current certification SmartForm and • Displaying a printer-friendly version.
3	**Disclosure Tabs** Click the tabs to view: • Summary Information Key Information about the disclosure, including relationship types, disclosure types, and total value. • History Log Information about each action taken on a disclosure and view of comments or activity attachments. • Change Log Details of changes made to disclosure information.

Accessing Historical Disclosure Information

Certifications that are complete remain in the system and are available on the **All Submissions** tab. For more information on accessing these certifications, see the **Error! Reference source not found.** section.

Information you provide via a certification SmartForm can be updated any time you complete a new certification. While a certification is in a draft or review status, information on the certification workspace will reflect the most up-to-date information about your activities and interests. Once the certification has transitioned to a complete status, the tab displaying disclosure details is no longer present on the certification workspace.

To view a certification and the associated disclosure information as it was at the time of submission/review, you should view the **Certification Snapshot**. The snapshot includes the SmartForm instructions, questions, and your responses from the time review was completed, including any changes you made during the review process if clarifications were requested. The snapshot is available on the **Summary** tab of the certification workspace.

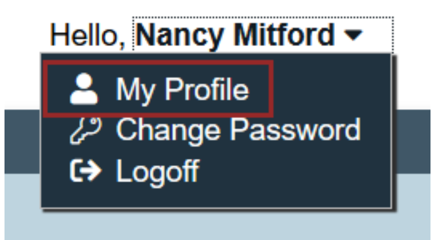


Legacy Information from fCOI and HMS OAR

If you submitted disclosures in the fCOI or HMS OAR systems prior to January 15, 2021, those certifications are available to you as PDFs on your profile.

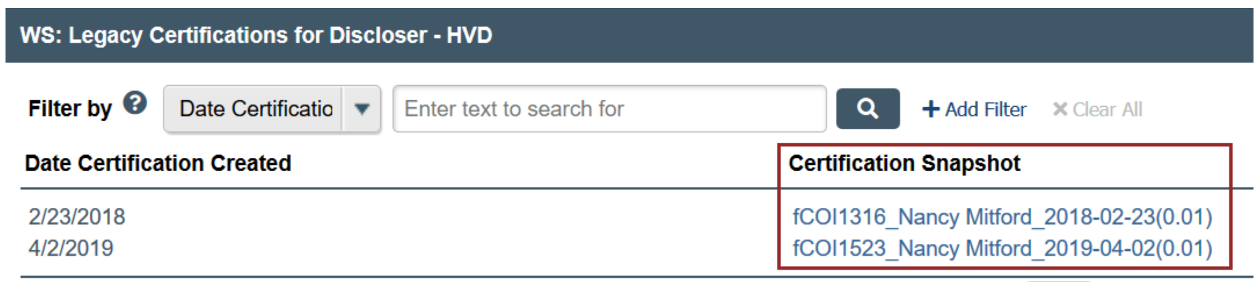
To access these legacy certifications:

1. Click on your name in the top right corner of the page and select the **My Profile** option.



2. On your profile page, click the **Access Legacy Certifications** link. **Note:** This link will only display if you have legacy certifications.

3. A new tab will open listing your certifications from fCOI and/or HMS OAR. Click on the link to the **Certification Snapshot** to view the full report from fCOI or OAR.



Updating Disclosures

If you need to report new activities and interests or update existing activity and interest details, the steps you will need to take in the system will depend on whether you have certifications and disclosures that are currently under review.

If you have a certification currently in review:

You will not be able to edit that certification to add disclosures or update any disclosures that you added or modified when you originally submitted the certification. If you have new information to add or other changes to make, contact the OAIR Help Desk or your school's contact.

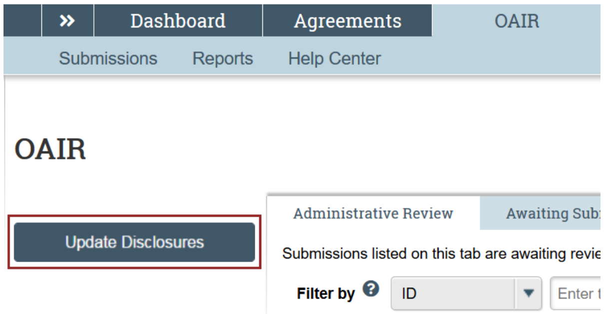
Note: If you have a certification in review and you are completing another certification at the same time, you will not be able to edit any disclosures that you added or modified on the certification in review. In the new certification, you may only add new disclosures or edit previously reviewed disclosures.

If you do not have any certifications currently in review:

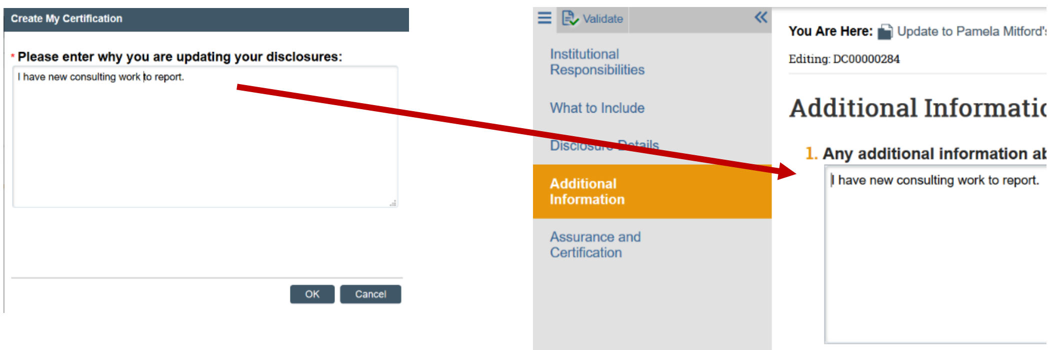
You must create a **Disclosure Update** certification to report new activities and interests or update existing activity and interest details.

To create a Disclosure Update:

1. From the OAIR Submission page, click the **Update Disclosures** button.



2. In the **Create My Certification** pop-up, add a brief description of why you are updating your disclosures. **Note:** This information will be added to the Additional Information page of the Disclosure Update certification SmartForm.

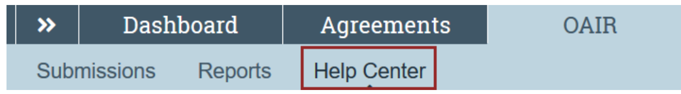


3. Click **OK** to finish creating your Disclosure Update certification.
4. Proceed to edit your certification and submit it as described above.

It is also possible to create a Disclosure Update from your Profile page. Clicking on the **Create My Certification** link on your Profile page will take you through the same certification creation steps described above, as long as you do NOT have another certification already in review. If you click on this link and you do have another certification in review, the system will send a notice to your school's COI staff requesting that they allow you to make updates. They will need to respond to your request to allow you to edit your certification in review before you can make updates.

Note: If you currently have a certification in review, the **Update Disclosures** option will not be available. If you have new information to add or other changes to make, contact the OAIR Help Desk or your school's contact.

Finding More Information

Resource	Description	How to Access It
Help for a field or page	More information about a question or form.	Click next to the question or at the top of the form.
Help system	The full online help system, with search and table of contents. The online help contains procedures and information for all users.	Click the **Help Center** sub-menu link at the top of the screen. 
OAIR Submission Guide	Instructions for submitting a certification.	Click the **Help Center** sub-menu link at the top of the screen. On the Guides tab, click the name of the guide to open it.
OAIR Reviewer Guide	Instructions for reviewing a certification.	
OAIR Support	External website with additional information about using the OAIR system	https://ras.fss.harvard.edu/oair
OAIR Help Desk	Contact for help with access and use	oairhelp@harvard.edu
OVPR Website	Information about the outside activity and interest reporting process and requirements	Office of the Vice Provost for Research: https://research.harvard.edu/research-policies-compliance/financial-conflicts-of-interest/

This guide was created and edited by Harvard University based on materials originally produced by Huron Technologies, Inc.