LIRA Sponsored Program fCOI Disclosure Process

The COI module in LIRA will be used to collect all required disclosures per the policy on Financial Conflicts of Interest Related to Research and Sponsored Programs.

Sponsored Program fCOI Disclosures are submitted in LIRA during award set-up using the following process:

**Log in to LIRA**

1. You will receive an email from incoi@lehigh.edu prompting you to update your Disclosure Profile in LIRA. The subject line is, “A new research project requires a COI Disclosure Profile update.”

2. Click the link in the email to navigate to LIRA.

3. On the login page, enter your Lehigh username and password and click Login. You may need to validate your log-in using Duo.

**Access and Update your Disclosure Profile**

4. Upon logging in to LIRA, you will view your Dashboard. In “My Inbox” within your Dashboard, you will see “Disclosure Profile for (your name).” Click on either Disclosure Profile for (your name) or the COI tab. Either action will take you to your Disclosure Profile.

5. You are now in your Disclosure Profile. Click “Edit Disclosure Profile.”

6. Complete the Smart form. The Smart form will contain help text throughout that includes definitions and links to external resources to help you complete this form. **Note:** you may need to disable pop-up blockers in order to access the form.
a. Read the “Instructions and Policies” page and click “I certify that I have read and understood the education materials presented to me”. Click Continue.

b. Respond to the question on the “Employment of Relatives” page. Click Continue.

c. Respond to “Do you have anything to disclose?” on the “Entity Disclosure Information” page.

i. If you select “yes” to “Do you have anything to disclose?” an Entity disclosures box will appear below. Click Add and respond to the following questions:
   1. **Entity**: Search for and select the entity. If you cannot find the entity by searching, enter the name manually.
   2. **Relation to discloser**: Select all that apply.
   3. **Disclosure types**: Select all that apply and respond to the questions that populate below.
      When you are finished, click “OK.” If you must disclose an interest in another entity, click “OK and Add Another.”

ii. If you select “no” to “Do you have anything to disclose?” click Continue.

d. Click **Complete Disclosure Profile Update**.
   i. You will be presented with the Research Project that initiated this disclosure.
   ii. If you disclosed a Significant Financial Interest, click **Update**. Describe how this project is related to your Significant Financial Interest.
   iii. Click **OK**.

e. Click **OK** to verify that all disclosure information is accurate and current.

7. You will receive an email confirming the process is complete. The subject line is, “You have successfully completed your COI Disclosure Profile Update.”
   a. If you do not receive an email, make sure you clicked **Complete Disclosure Profile Update** and **OK** as described in step 6.d.
   b. The Office of Research Integrity and/or the Office of Internal Audit will review your response as necessary and will follow up with you if needed.