

# LIRA Annual COI Disclosure Process

The COI module in LIRA will be used to collect all required disclosures per the university's [Conflict of Interest policy](#) and the [policy on Financial Conflicts of Interest Related to Research and Sponsored Programs](#).

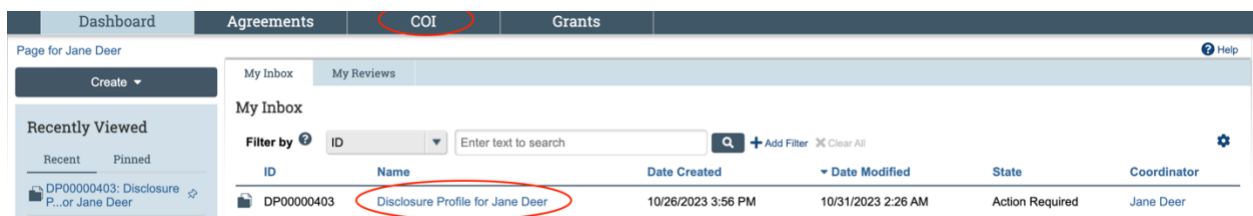
Annual Disclosures are submitted in LIRA using the following process:

## Log in to LIRA

1. You will receive an email from [incoi@lehigh.edu](mailto:incoi@lehigh.edu) prompting you to update your Disclosure Profile in LIRA:
  - a. Email Subject: You are required to complete a COI Disclosure Profile Update.
  - b. Click the link in this email to log in to LIRA.
2. 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

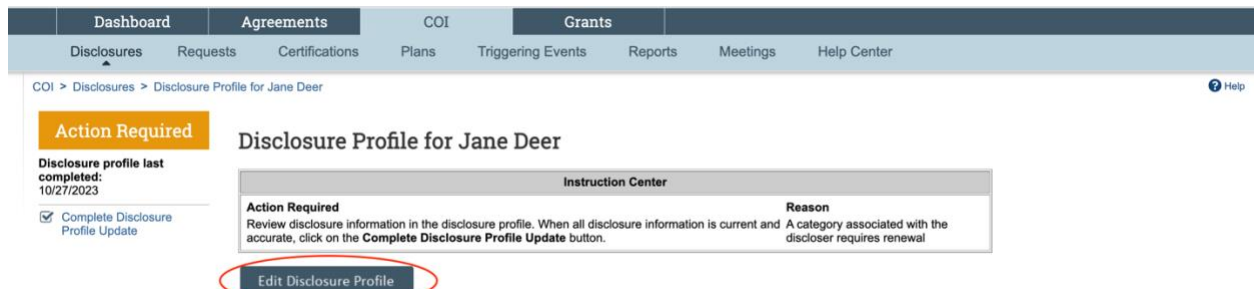
3. Upon logging in to LIRA, you will view your Dashboard. In "My Inbox," you will see "Disclosure Profile for (your name)." The state is "action required." Click on either **Disclosure Profile for (your name)** or the **COI** tab. Either action will take you to your Disclosure Profile.



The screenshot shows the LIRA Dashboard for Jane Deer. The 'COI' tab is selected in the top navigation bar. Below the navigation bar, there is a 'My Inbox' section with a table of disclosure profiles. The table has columns for ID, Name, Date Created, Date Modified, State, and Coordinator. The first row is highlighted, showing ID DP00000403, Name Disclosure Profile for Jane Deer, Date Created 10/26/2023 3:56 PM, Date Modified 10/31/2023 2:26 AM, State Action Required, and Coordinator Jane Deer.

ID	Name	Date Created	Date Modified	State	Coordinator
DP00000403	Disclosure Profile for Jane Deer	10/26/2023 3:56 PM	10/31/2023 2:26 AM	Action Required	Jane Deer

4. You are now in your Disclosure Profile. "Action Required" is highlighted on the left, and instructions are outlined in the "Instruction Center." Click **Edit Disclosure Profile**.



The screenshot shows the LIRA Disclosure Profile page for Jane Deer. The 'COI' tab is selected in the top navigation bar. Below the navigation bar, there is a 'Disclosure Profile for Jane Deer' section. On the left, there is a 'Action Required' button. Below it, there is a 'Complete Disclosure Profile Update' button. In the center, there is an 'Instruction Center' box with the following text:

**Action Required**  
Review disclosure information in the disclosure profile. When all disclosure information is current and accurate, click on the **Complete Disclosure Profile Update** button.

**Reason**  
A category associated with the discloser requires renewal

At the bottom of the page, there is an 'Edit Disclosure Profile' button.

5. Complete the Smart 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. Select the question mark icon, circled in red below, for more information about this question (you can click any question mark icon within LIRA for additional information).

### Entity Disclosure Information

**1. \* Do you have anything to disclose?**

- Related financial interests for you or your immediate family
- Outside activities to report



- i. If you select **“yes”** to **“Do you have anything to disclose?”** an **Entity disclosures** box will appear below: Click **Add**
    1. **Entity:** Search for and select the entity. If you cannot find the entity by searching, enter the name manually.
    2. Respond to **“Relation to discloser.”**
    3. Disclosure types: Select all that apply and respond to the question 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**. Click **OK** to verify that all disclosure information is accurate and current. You must complete these steps to submit your disclosure.
  - e. Confirm you have successfully submitted your disclosure:
    - i. Under the Disclosures tab, you see either:
      1. The entity you just entered, OR
      2. You see “You have not disclosed any interests” if you did not disclose an interest.
    - ii. There is “No action Required.” This means you have submitted the form and completed your disclosure.



Dashboard | Agreements | COI | Grants | Disclosures | Requests | Certifications | Plans | Triggering Events | Reports | Meetings | Help Center

**"No Action Required" indicates the form is submitted.**

**No Action Required**

Disclosure profile last completed: 10/31/2023

### Disclosure Profile for Jane Deer

Instruction Center	
Action Required	Reason
No actions need to be taken at this time	Discloser's disclosure profile is up-to-date and requires no action

[Edit Disclosure Profile](#)

- iii. If you see "Action Required" you have not submitted your disclosure.  
Click **Complete Profile Disclosure Update** to complete form.

Dashboard | Agreements | COI | Grants | Disclosures | Requests | Certifications | Plans | Triggering Events | Reports | Meetings | Help Center

**"Action Required indicates the form has not been submitted."**

**Action Required**

Disclosure profile last completed: 10/27/2023

[Complete Disclosure Profile Update](#)

### Disclosure Profile for Jane Deer

Instruction Center	
Action Required	Reason
Review disclosure information in the disclosure profile. When all disclosure information is current and accurate, click on the <b>Complete Disclosure Profile Update</b> button.	A category associated with the discloser requires renewal

**Click "Complete Disclosure Profile Update" to complete and submit the form.**

- iv. You will receive an email confirming the process is complete:
  1. Email Subject: You have successfully completed your COI Disclosure Profile Update

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.