

LIRA Sponsored Program & University Research 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](#).

Contact incoi@lehigh.edu to make a [University Research](#) disclosure.

[Sponsored Program](#) fCOI Disclosures are submitted in LIRA during award set-up using the following process:

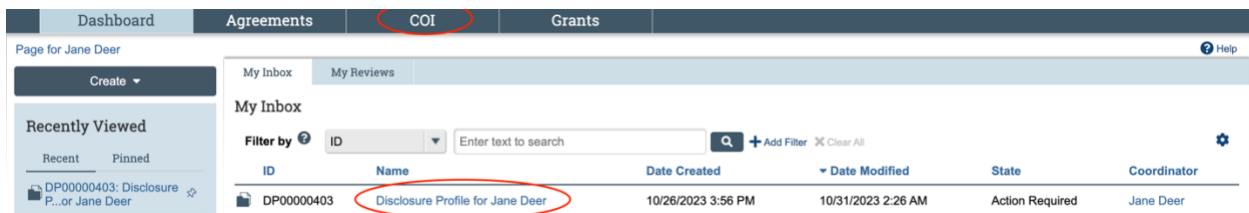
Log in to LIRA

Submitting a Sponsored Program or University Research fCOI Disclosure in LIRA:

1. You will receive an email from incoi@lehigh.edu prompting you to update your Disclosure Profile in LIRA:
 - a. Email Subject: A new research project requires 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

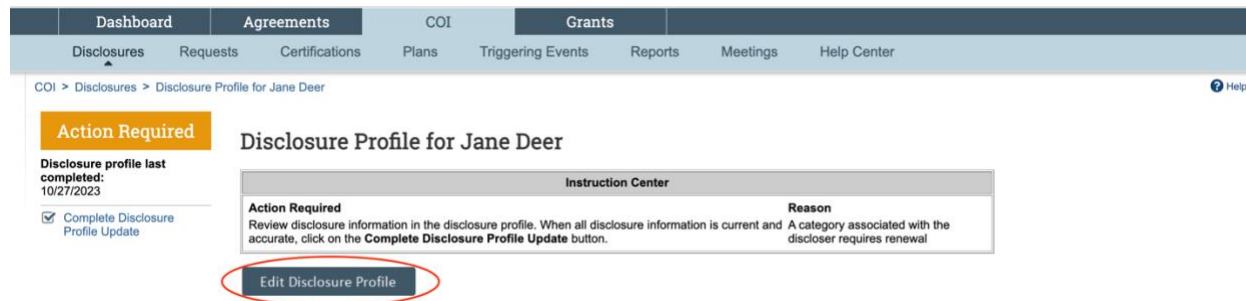
3. Upon logging in to LIRA, you will view your Dashboard. In “My Inbox,” you will see “Disclosure Profile for (your name).” The state is “action required.” Click on either **Disclosure Profile for (your name)** or the **COI** tab. Either action will take you to your Disclosure Profile.



The screenshot shows the LIRA dashboard for Jane Deer. The top navigation bar includes Dashboard, Agreements, COI (circled in red), and Grants. The main content area is titled "Page for Jane Deer" and features a "My Inbox" section. A table lists disclosure profiles, with the first entry circled in red:

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**.



5. Complete the Smart form.

- a. If you have completed a disclosure as part of the annual disclosure process, you will be automatically routed to one of the steps below, depending upon where you previously left off. If you have not previously completed a disclosure or if you need to make changes to the information you previously disclosed, please complete the following steps:
 - i. Read the “Instructions and Policies” page and click **“I certify that I have read and understood the education materials presented to me”**. Click Continue.
 - ii. Respond to the question on the “Employment of Relatives” page. Click Continue.
 - iii. 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

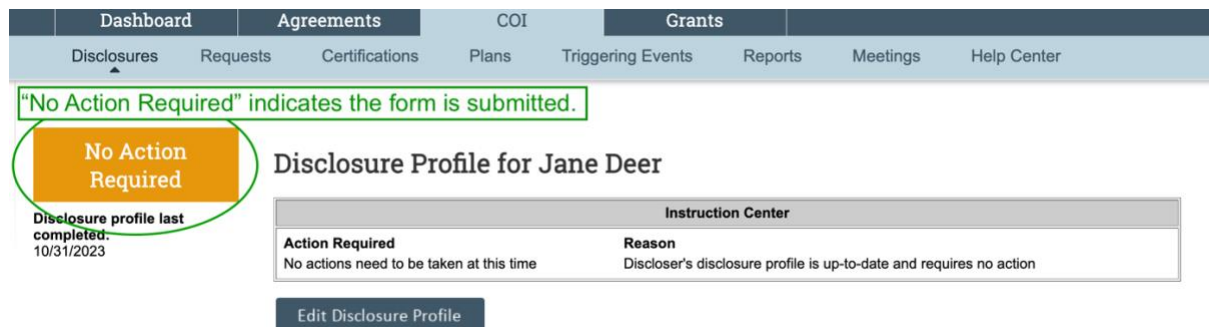
1. * Do you have anything to disclose?

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



1. 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.”**

2. If you select “no” to “Do you have anything to disclose?” click Continue.
- b. Click **Complete Disclosure Profile Update**.
 - i. You will be presented with the Research Project that triggered the disclosure.
 - ii. If you disclosed a Significant Financial Interest as described under step 5.a.iii., click **Update**. Describe how this project is [related](#) to your Significant Financial Interest.
 - iii. Click **OK**.
 - c. Click **OK** to verify that all disclosure information is accurate and current. You must complete this step to submit your disclosure.
 - d. 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.



The screenshot shows the Lehigh University fCOI Disclosure System interface. At the top, there is a navigation bar with tabs for Dashboard, Agreements, COI, and Grants. Below this, there is a sub-navigation bar with links for Disclosures, Requests, Certifications, Plans, Triggering Events, Reports, Meetings, and Help Center. A green box highlights the text: “No Action Required” indicates the form is submitted. Below this, there is a yellow box with the text “No Action Required” and “Disclosure profile last completed: 10/31/2023”. To the right of this box, the title “Disclosure Profile for Jane Deer” is displayed. Below the title, there is a table with the following content:

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

Below the table, there is a button labeled “Edit Disclosure Profile”.

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



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

Action Required

Disclosure profile last completed: 10/27/2023

Complete Disclosure Profile Update

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

Disclosure Profile for Jane Deer

Instruction Center	
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

- 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.