

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 disclosure pertaining to non-sponsored research.

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

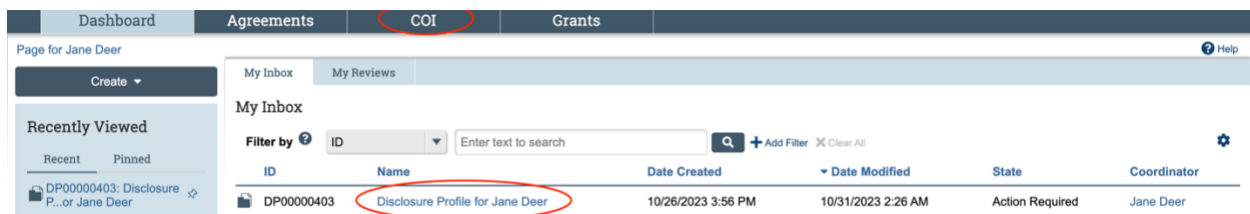
Log in to LIRA

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

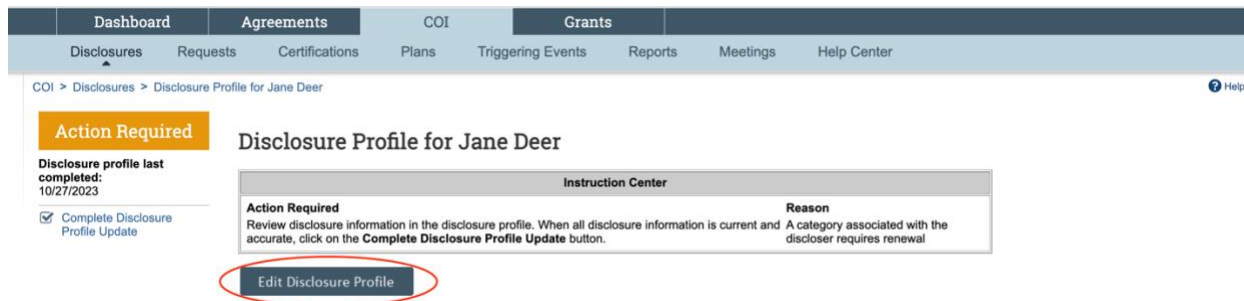
3. Upon logging in to LIRA, you will view your Dashboard. In “My Inbox,” you will see “Disclosure Profile for (your name).” Click on either **Disclosure Profile for (your name)** or the **COI** tab. Either action will take you to your Disclosure Profile.



The screenshot shows the LIRA dashboard for Jane Deer. The 'COI' tab is selected in the top navigation bar. The 'My Inbox' section displays a table of disclosure profiles. The entry 'DP00000403: Disclosure Profile for Jane Deer' is highlighted with a red circle.

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. Click “**Edit Disclosure Profile.**”



5. Complete the Smart form.

- a. Because 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:
 - 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 **“Select Yes if you have anything to disclose:”** on the “Entity Disclosure Information” page. If you previously disclosed interest in an entity, the information you previously disclosed will appear here.

Entity Disclosure Information

1. * You are required to disclose if any of the items in Section 1 or Section 2 below apply:

Section 1: Outside professional activities:

- Consulting or Other Professional Activity: Compensated or uncompensated advisory, consulting, scientific advisory board, expert witness services, fellowships, or other professional activity.
- Editorial Services: Compensated or uncompensated journal services, scientific editor services
- Board Service: Compensated or uncompensated including but not limited to service on Boards of Directors, Boards of Trustees, Subcommittee Services, or other Board-Appointed Bodies (even if the individual is not a Trustee)
- Positions External to Lehigh University: Compensated or uncompensated appointments or positions including but not limited to management positions such as director, officer, partner, president, vice-president, trustee, scientific officer, or any other employment external to Lehigh University.
- Participation in a Foreign Talent Recruitment Program (FTRP)

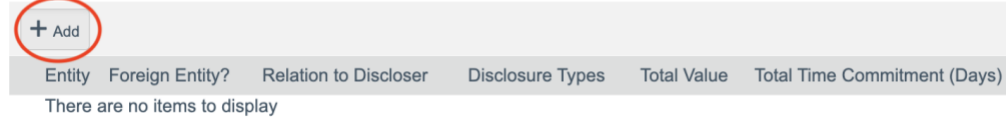
Section 2: Do you or your immediate family have any of the following related financial interests or outside activities that require disclosure? The University Conflict of Interest Policy defines “immediate family” as a spouse, child, brother, sister, parent, grandparent, grandchild, domestic partner, and the respective spouses of the foregoing or any person residing within one’s household.

- Equity, Stock, Stock Options, Ownership Interest, Convertible Debt, SAFEs, and other investment instruments.
- Divestiture and Cash Pay-out (e.g. sale of equity)
- Intellectual Property Rights: Patent, Copyright, License, or Royalties. Excludes IP rights assigned to Lehigh University and agreements to share in royalties related to such rights.
- Reimbursed or Sponsored Travel paid on the investigator’s behalf
- Speaking, honoraria, or prizes
- Gifts, whether in money, goods or services, valued at more than \$100, and whether received directly or indirectly.

Select Yes if you have anything to disclose: Yes No [Clear](#)

1. If you select “Yes,” an **Entity disclosures** box will appear below: Click **Add**.

2. **Entity disclosures:**



There are no items to display

Complete the questions that appear:

- a. **Entity:** Search for and select the entity. If you cannot find the entity by searching, enter the name manually.
- b. Respond to “**Relation to discloser.**”
- c. Disclosure types: Select all that apply and respond to the questions that populate below.
- d. When you are finished, click “OK.” If you must disclose an interest in another entity, click “OK and Add Another.” Click “Continue.”

2. If you previously disclosed interest in an entity, select “**Update.**”

2. **Entity disclosures:**



	Entity	Foreign Entity?	Relation to Discloser	Disclosure Types	Total Value	Total Time Commitment (Days)
 Update	Ablaze Solar, Inc.	No	Self	Board Service	\$6,000.00	0

Review your previous disclosure to ensure it remains accurate. Make any changes needed. Click “ok” and “Continue.”

3. If you do not have anything to disclose, select “**No,**” and 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 Financial Interest in an Entity, click **Update.**

Complete Disclosure Profile Update

All disclosures: by completing your disclosure profile update you are verifying that all disclosure information is accurate and current.

For Department of Energy (DOE) funding recipients:

I understand that this Disclosure is required to obtain funding from the U.S. Government. I certify to the best of my knowledge and belief that the information contained in this Disclosure Statement is true, complete, and accurate. I understand that any false, fictitious, or fraudulent information, misrepresentations, half-truths, or omissions of any material fact, may subject me to criminal, civil or administrative penalties for fraud, false statements, false claims, or otherwise. (18 U.S.C. §§ 1001 and 287, and 31 U.S.C. 3729-3730 and 3801-3812). I further understand and agree that (1) the statements and representations made herein are material to U.S. Government’s funding decision, and (2) I have a responsibility to update the disclosures during the period of performance of the award should circumstances change which impact the responses provided above.

1. **Open research triggers:**



	Research Project	Event Type	Sponsor	Related Context
 Update	CE Test FP for COI	Funding Proposal	National Aeronautics and Space Administration (NASA)	



iii. Describe how this project is [related](#) to your Significant Financial Interest.

Edit Research Trigger

Research project:
CE Test FP for COI

Event type:
Funding Proposal

Start date:
10/27/2023

End date:
10/26/2028

Related organizations:
National Aeronautics and Space Administration (NASA)

Related context: ?

iv. Click **OK**.

c. Click **OK** to verify that all disclosure information is accurate and current. Note that all users will see the following message. All users must select **OK**.

All disclosures: by completing your disclosure profile update you are verifying that all disclosure information is accurate and current.

For Department of Energy (DOE) funding recipients:

I understand that this Disclosure is required to obtain funding from the U.S. Government. I certify to the best of my knowledge and belief that the information contained in this Disclosure Statement is true, complete, and accurate. I understand that any false, fictitious, or fraudulent information, misrepresentations, half-truths, or omissions of any material fact, may subject me to criminal, civil or administrative penalties for fraud, false statements, false claims, or otherwise. (18 U.S.C. §§ 1001 and 287, and 31 U.S.C. 3729-3730 and 3801-3812). I further understand and agree that (1) the statements and representations made herein are material to U.S. Government's funding decision, and (2) I have a responsibility to update the disclosures during the period of performance of the award should circumstances change which impact the responses provided above.



d. Confirm you have successfully submitted your disclosure:

i. Under the Disclosures tab, you will see "No action Required." This means you have submitted the form and completed your disclosure.

"No Action Required" indicates the form is submitted.

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

No Action Required

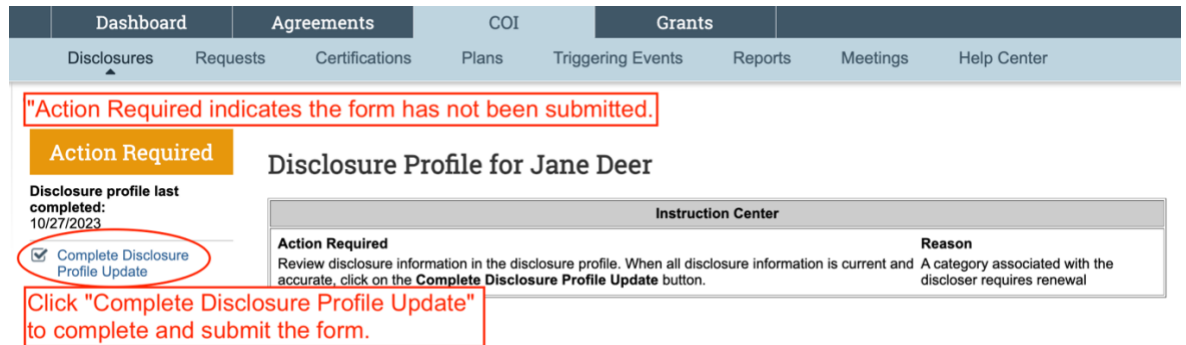
Disclosure profile last completed: 10/31/2023

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](#)

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



The screenshot shows a navigation menu with 'Dashboard', 'Agreements', 'COI', and 'Grants'. Under 'COI', there are sub-links for 'Disclosures', 'Requests', 'Certifications', 'Plans', 'Triggering Events', 'Reports', 'Meetings', and 'Help Center'. A red box highlights the text: "Action Required indicates the form has not been submitted." Below this is a yellow 'Action Required' banner. The main content area is titled 'Disclosure Profile for Jane Deer'. On the left, it says 'Disclosure profile last completed: 10/27/2023' and has a blue button with a checkmark icon labeled 'Complete Disclosure Profile Update', which is circled in red. To the right is an 'Instruction Center' table:

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

A red box highlights the text: "Click 'Complete Disclosure Profile Update' to complete and submit the form."

- iii. 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.