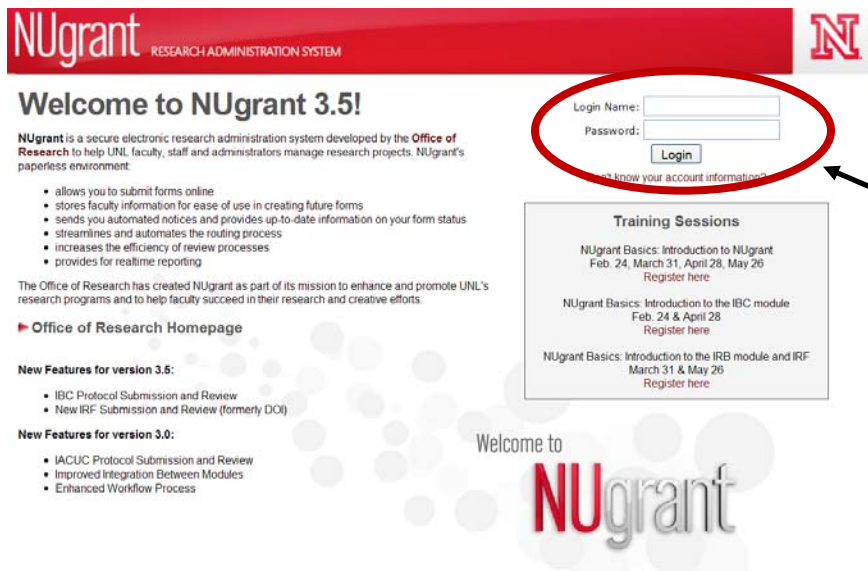


# Interest Reporting Form Help Document

Investigators disclose financial interests related to their research via the secure NUgrant on-line portal. NUgrant contains the Interest Reporting module which allows investigators to submit their interest reporting form (IRF) and allows the Office of Research Responsibility to administer the review process.

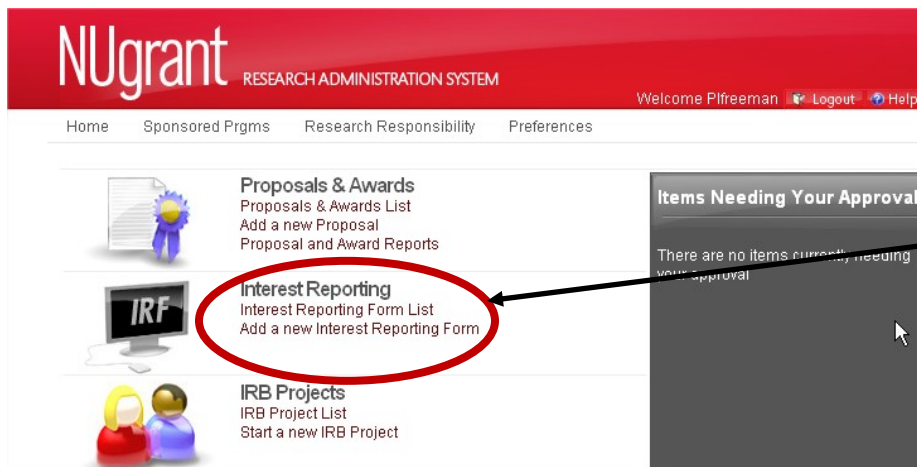
Following are step by step instructions on how to create your IRF. If you have any questions, please contact the Office of Research Responsibility at 402-472-6965.



Log into NUgrant:  
<https://nugrant.unl.edu>

Log in using your Blackboard Login Name and Password.


If you do not know your login information, go to <http://my.unl.edu> (the Blackboard page). There will be a link on the left hand side to obtain this information.



You will see a list of icons on the left side.

Under the Interest Reporting section, choose *Add a new Interest Reporting Form*.

Please select the person for whom you are filling this form out and click "Start Form". If it is yourself, then you can just click "Start Form" right away.

Becky Freeman bfreeman2@unl.edu (402)472-8127 

**Find Person** **Start Form** **Cancel**

Your name will automatically populate on the next page.

If you are completing the form for someone else, use the *Find Person* button to insert the correct person's name.

Click on *Start Form*. This will open the form.

***Make sure your pop-ups are not blocked.***

## IRF Workflow



Page 1 of 5

### NUgrant Interest Reporting University of Nebraska

Welcome to the new Financial Interest Reporting process. The time it will take you to complete this form will vary, however, future updates will take less time because the fields will be pre-populated based on your initial answers.

#### Why do we have a Financial Interest Reporting Form?

With greater campus interest in entrepreneurship and corporate partnerships, university personnel may have financial interests in research outcomes. UNL requires the disclosure of financial interests related to your research to help you comply with federal regulations and University policies as well as to protect you from any questions concerning integrity of the research. Your disclosure is the first step in the process used to manage conflicts of interest in research, and for the most part, is all that is required. For some though, review and development of a management plan by the faculty Conflict of Interest in Research Committee (CIRC) will be necessary to reduce, manage, or eliminate financial conflicts of interest.

#### How do I know what "related to your research" means?

Here is an example to illustrate what 'related to your research' means. If a faculty member owns a winery, she would report the ownership interest she has in the winery if her research concerned increasing sugar production by selective grape breeding. She would not report the same winery ownership interest if her research addressed signal transduction in wireless communications.

#### What happens next?

After you complete and submit the form, routing is initiated just as in the grant application process. You will receive an email notifying you of each step in the routing process. All information that you provide is kept strictly confidential.

If you have questions, please email Sara Conrad, sconrad2@unl.edu or call 472-8966 for assistance. Thank you in advance for completing this process, we are very much looking forward to working with you!

Please press 'Next' to begin.

**Next** 

Page 1 is an explanation of Interest Reporting. Click on the *Next* button at the bottom to go to the next page.

# IRF Workflow

**COMMENTS**

STEP 1 Preparation Incomplete

Tasks

Add/Edit Form

**Form Pages**

- Pg. 1 Instructions
- Pg. 2 Financial Disclosure
- Pg. 3 Financial Disclosure Cont.
- Pg. 4 Management Disclosure
- Pg. 5 Additional Information

STEP 1 Preparation Route CIRC Review

Page 2 of 5

For more information on Interest Reporting, please contact 472-6965  
*\* indicates required fields*

Name: Becky Freeman bfreeman2@unl.edu (402)472-8127

Department(s): Add Department  
Vice Chancellor for Research (Department) Edit Remove

**Financial Disclosure**

\*1. Do you or your immediate family, individually or together, have equity or ownership interest in a business entity that is in any way related to your research? ▼

*Include any planned equity or ownership interest you anticipate receiving in the next 12 months. Do not include any ownership interest in mutual funds that are managed by an independent investor.*

Check if Page is Completed

Previous Save Next

Complete all mandatory fields (indicated by \*).

Check the *Check if Page is Completed* box once the page is completed. You will not be able to submit the form until all checkboxes are checked.

# IRF Workflow

**COMMENTS**

STEP 1 Preparation Incomplete

Tasks

Add/Edit Form

**Form Pages**

- Pg. 1 Instructions
- Pg. 2 Financial Disclosure
- Pg. 3 Financial Disclosure Cont.
- Pg. 4 Management Disclosure
- Pg. 5 Additional Information

STEP 1 Preparation Route CIRC Review

Page 3 of 5

**Financial Disclosure Continued**

\*2. In the past 12 months, did you receive any revenue in salary, consulting fees, royalties, honoraria, and/or any other payments, loans, or gifts that is in any way related to your research? Do not include any payments from UNL. ▼

*Please note: The following interests from outside entities need NOT be disclosed: Income from seminars, lectures, or other educational activities sponsored by not-for-profit entities; Income from service on advisory committees or review panels for public or not-for-profit entities; Any financial interest arising solely by means of investment in a mutual, pension, or other institutional investment fund as long as the individual does not exercise control over the management and investments of such fund.*

\*3. Do you or your immediate family own or have intellectual property rights (e.g., patents, copyrights, licensing from such rights) in any way related to your research? Do not include intellectual property developed at UNL. ▼

\*4. Does a sponsor or organization hold any rights to research, inventions or intellectual property for discoveries associated with your research? ▼

\*5. Does a sponsor or organization impose restrictions on the dissemination of research publications? ▼

Check if Page is Completed

Previous Save Next

Use navigation buttons at bottom of pages or links on the left hand side to move from page to page.

If you can't complete the form all at once, click on the save button. This saves what you entered and you can return to it later.

IRF Workflow

STEP 1 Preparation Route CIRC Review

Page 4 of 5

Management Disclosure

\* 6. In the past 12 months, did you or your immediate family hold any management positions such as board member, director, officer, owner, partner, employee, consultant, or scientific advisory committee that is in any way related to your research?

\* 7. In the next 12 months, do you anticipate that you or your immediate family will hold any management positions such as board member, director, officer, owner, partner, employee, consultant, or scientific advisory committee that is in any way related to your research?

Check if Page is Completed

Previous Save Next

COMMENTS

Preparation Incomplete

Form Pages

- Pg. 1 Instructions
- Pg. 2 Financial Disclosure
- Pg. 3 Financial Disclosure Cont.
- Pg. 4 Management Disclosure**
- Pg. 5 Additional Information

The Workflow tells you how many steps are in the review process, tasks involved in each step, and which step the form currently is in.

As you mark pages as completed, the individual pages will be checked.

IRF Workflow

STEP 1 Preparation Route CIRC Review

Page 5 of 5

Additional Information

**\*\*Important\*\* Disclosure Description**

**Notice:** Please use the space below to add any further information that might assist the faculty review committee to better understand your interests and your research. **Please note that additional materials may be requested, if needed. For more information on Interest Reporting, please contact 472-6996.**

Additional Information:

Please attach project abstract(s) or short description(s) below.

Browse... Upload

Check if Page is Completed

Previous Save

COMMENTS

Preparation Incomplete

Form Pages

- Pg. 1 Instructions
- Pg. 2 Financial Disclosure
- Pg. 3 Financial Disclosure Cont.
- Pg. 4 Management Disclosure
- Pg. 5 Additional Information**

On the last page, you have the ability to add any comments you would like to give to the reviewers.

Files can be uploaded on this page also. You can upload any information that you feel is related to the interest you have indicated in the form.

**NUgrant** RESEARCH ADMINISTRATION SYSTEM

Welcome Pffreeman | Logout | Help | Recently Viewed Projects

Home | Sponsored Prgrms | Research Responsibility | Preferences

**Proposals & Awards**  
Proposals & Awards List  
Add a new Proposal  
Proposal and Award Reports

**Interest Reporting**  
Interest Reporting Form List  
Add a new Interest Reporting Form

**IRB Projects**  
IRB Project List  
Start a new IRB Project

**IACUC Projects**  
IACUC Project List  
Start a new IACUC Project  
Start a new Training Documentation Form

**IBC Protocols**  
IBC Protocol List  
Start a new IBC Protocol

**NUtech Ventures Invention Disclosure**  
Invention Disclosure Form List  
Start a new Invention Disclosure

**Items Needing Your Approval**  
There are no items currently needing approval

**Project Summary**

**Proposals & Awards**  
Preparation - 0  
Routing - 0  
Internally Approved - 0  
Internally Approved with Changes - 0  
Submitted - 0  
Awarded - 0

**Interest Reporting Forms**  
Routing - 0  
Submitted to ORR - 0  
Approved Active - 0

**IRB Forms**  
Preparation - 2  
Pending Approval for Submission - 0  
Under Review - 0  
Approved by the IRB - 0

**IACUC Forms**  
Preparation - 0  
Routing - 0  
IACP Pre-Review - 0  
Preliminary Review - 0  
Designated Review - 0  
Full Committee Review - 0  
Final Review - 0  
Approved - 0  
Terminated - 0

If you have to Save the form and return later, click on *Interest Reporting Form list* from the homepage.

**NUgrant** RESEARCH ADMINISTRATION SYSTEM

Welcome Pffreeman | Logout | Help | Recently Viewed Projects

Home | Sponsored Prgrms | Research Responsibility | Preferences

**Interest Management**

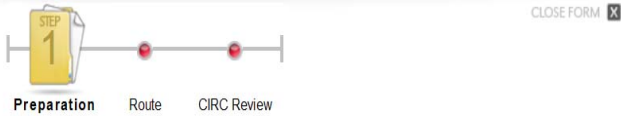
Add New Interest Reporting Form

ID:  Name:  Status:

Approved On Date (range):

ID	Name	Status	Submitted On	Approval Date	
14	Becky Freeman	Preparation			<input type="checkbox"/>

Click on the magnifying glass to open up the form.



CLOSE FORM X

COMMENTS >

STEP 1 Preparation Complete

Tasks

- Add/Edit Form

Form Pages

- Pg. 1 Instructions
- Pg. 2 Financial Disclosure
- Pg. 3 Financial Disclosure Cont.
- Pg. 4 Management Disclosure
- Pg. 5 Additional Information

Task Completed **NEXT** →

Page 5 of 5

Additional Information

**\*\*Important\*\* Disclosure Description**

**Notice:** Please use the space below to add any further information that might assist the faculty review committee to better understand your interests and your research. **Please note that additional materials may be requested, if needed. For more information on Interest Reporting, please contact 472-6965.**

Additional Information:

Please attach project abstract(s) or short description(s) below:

Check if Page is Completed

## Routing and Signing the Form

Once you have completed all of the pages and checked the box at the end of each page, you will see a green bar that says *Task Completed*. Click on the *Next* button.



CLOSE FORM X

COMMENTS >

STEP 2 Route Incomplete

Tasks

- Route Setup
- Signatures

Form Pages

- Pg. 1 Instructions
- Pg. 2 Financial Disclosure
- Pg. 3 Financial Disclosure Cont.
- Pg. 4 Management Disclosure
- Pg. 5 Additional Information

ASSURANCES/ACKNOWLEDGMENTS

**Route Configuration**

Interest reporting forms must be routed through all applicable department chairs and deans. Please use the 'Add Route' link below to add all applicable routes. Unnecessary routes may be removed by clicking the 'Remove' link to the right of each route name. Once all routes have been added, click the 'Start Routing' button.

**Add Route**

You are now at the Routing step.

Click on *Add Route*.

### Route Selection Window

**VCR** Add

1. Michael Zeleny | mzeleny1@unl.edu | (402)472-3529

**test** Add

1. Timothy Savage | tsavage2@unl.edu | (402)472-6633

Possible routes will appear. Click on Add next to the route you want to select.

You may add multiple routes it need be.

If the correct route is not listed, please contact the Office of Research Responsibility at 472-6965.

### IRF Workflow

Preparation — STEP 2 — CIRC Review

**COMMENTS**

STEP 2 Route ● Incomplete

Tasks

- Route Setup
- Signatures

**ASSURANCES/ACKNOWLEDGMENTS**

**Route Configuration**  
Interest reporting forms must be routed through all applicable department chairs and deans. Please use the 'Add Route' link below to add all applicable routes. Unnecessary routes may be removed by clicking the 'Remove' link to the right of each route name. Once all routes have been added, click the 'Start Routing' button.

Add Route

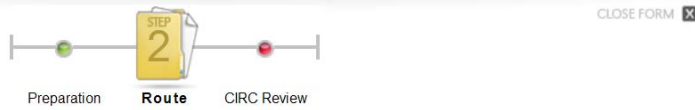
**test** Remove

1. Timothy Savage | tsavage2@unl.edu | (402)472-6633

Start Routing

Once you have added the correct routes, click on *Start Routing*. This sends an email to those people listed on the route indicating they need to sign the form.

# IRF Workflow



**COMMENTS**

STEP 2 Route  
Incomplete

**Tasks**

- Route Setup
- Signatures**

**Form Pages**

- Pg. 1 Instructions
- Pg. 2 Financial Disclosure
- Pg. 3 Financial Disclosure Cont.
- Pg. 4 Management Disclosure
- Pg. 5 Additional Information

**Task Completed**   **NEXT**

### ASSURANCES/ACKNOWLEDGMENTS

**Route Configuration**  
Interest reporting forms must be routed through all applicable department chairs and deans. Please use the 'Add Route' link below to add all applicable routes. Unnecessary routes may be removed by clicking the 'Remove' link to the right of each route name. Once all routes have been added, click the 'Start Routing' button.

**Add Route**

test	Remove
1. Timothy Savage (savagez@unl.edu) (402)472-6633	

Start Routing

Once the routing has started, you will see the green *Task Completed* bar. The person listed on the form now needs to sign it. You can click on the Next button or on *Signatures*.

# NUgrant RESEARCH ADMINISTRATION SYSTEM



## IRF Workflow



**COMMENTS**

STEP 2 Route  
Incomplete

**Tasks**

- Route Setup
- Signatures**

**Form Pages**

- Pg. 1 Instructions
- Pg. 2 Financial Disclosure
- Pg. 3 Financial Disclosure Cont.
- Pg. 4 Management Disclosure
- Pg. 5 Additional Information

**ASSURANCES/ACKNOWLEDGMENTS**

**READ CAREFULLY BEFORE SIGNING**

**Principal Investigator:**  
1. The information provided on this form is correct to the best of my knowledge.  
2. I agree to provide updated information as changes occur.

To 'sign' this document please enter your login name and password below.

\* Login Name: \_\_\_\_\_  
\* Password: \_\_\_\_\_

I acknowledge the submission of this Interest Reporting Form as written or with comments.

Comments: \_\_\_\_\_

**Submit**

**Confirmation of Signatures**

**Principal Investigator:**

1. The information provided on this form is correct to the best of my knowledge.  
2. I agree to provide updated information as changes occur.

Name:	Signed:	Date:	Verdict:
Becky Freeman	—	—	—

**Department Chair/Dean/Director:**

Name:	Signed:	Date:	Verdict:
test Timothy Savage	—	—	—

Enter your login name and password. Click on the radio button next to the *I acknowledge* statement. You can also enter comments.

Click *Submit*. You will receive a *Success* message. You will no longer be able to edit the form.

### Documentation

Sponsored Programs - Quick Reference  
Sponsored Programs - Complete Guide  
IRB - Human Subjects

### Support Email

nugrant@unl.edu  
nugrant-circ@unl.edu  
nugrant-irc@unl.edu  
nugrant-ibc@unl.edu  
nugrant-irb@unl.edu

### Credits

© Copyright 2010  
University of Nebraska - Lincoln  
Office of Research  
NUgrant contacts







COMMENTS >

Route ● Incomplete

Tasks

- Route Setup
- Signatures

Form Pages

- Pg. 1 Instructions
- Pg. 2 Financial Disclosure
- Pg. 3 Financial Disclosure Cont.
- Pg. 4 Management Disclosure
- Pg. 5 Additional Information

ASSURANCES/ACKNOWLEDGMENTS

Confirmation of Signatures

Principal Investigator:

- The information provided on this form is correct to the best of my knowledge.
- I agree to provide updated information as changes occur.

Name:	Signed:	Date:	Verdict:
Becky Freeman	<input checked="" type="checkbox"/>	03/31/2010	Acknowledged

Department Chair/Dean/Director:

Name:	Signed:	Date:	Verdict:
test			
Timothy Savage	Signature requested on 03/31/2010		

The final page will show you who has signed off on the IRF and who still needs to.

Once everyone has signed the form, there will be the green *Task Completed* bar near the top of the page. This signifies that the form is being reviewed by the Office of Research Responsibility.