The purpose of this handout is to provide a brief description of disclosing multiple financial interests in your annual conflict of interest disclosure.

Consider these important definitions from ECU’s Regulation on Conflicts of Interest, Commitment, and External Professional Activities for Pay (http://www.ecu.edu/prr/01/15/03):

**Conflict of Interest** (COI) relates to situations in which financial or other personal considerations, circumstances, or relationships may compromise, may involve the potential for compromising, or may have the appearance of compromising a Covered Individuals’ objectivity in fulfilling their University duties or responsibilities, including research, service and teaching activities and administrative duties. The bias that such conflicts may impart can affect many University responsibilities, including decisions about personnel, the purchase of equipment and other supplies, the selection of instructional material for classroom use, the collection, analysis and interpretation of data, the sharing of research results, the choice of research protocols, the use of statistical methods, and the mentoring and judgment of student work. A Covered Individual may have a conflict of interest when he or she, or any member of that person's Immediate Family, has a personal financial interest in an activity that may affect decision making with respect to his or her University Employment Responsibilities.

**External Professional Activities for Pay** is defined as any activity performed by a Covered Employee that: 1) is not included within one's University Employment Responsibilities; 2) is performed for any entity, public or private, other than the University employer; 3) is undertaken for compensation; and 4) is based upon the professional knowledge, experience and abilities of the employee.

**Financial Interest** is defined as:

- Payment for services to the Covered Individual not otherwise defined as institutional salary (e.g. consulting fees, honoraria, paid authorship, royalties);
- Equity or other ownership interest in publicly or non-publicly traded entities (e.g. stock, stock options, or other ownership interest); or
- Intellectual property rights and interests upon receipt of income related to such rights and interests, held by the Covered Individual or members of his/her immediate family.
- Income from investment vehicles, such as mutual funds or retirement accounts, in which the Covered Individual or member of his/her immediate family do not directly control the investment decisions and intellectual property rights assigned to the Institution and agreements to share in royalties related to such rights are excluded from the definition of Financial Interest. Covered Individuals are required to disclose Financial Interests in a timely manner.

**Honorarium** means a gratuitous payment of money or anything of value made to a person for services rendered for which fees cannot legally or are not traditionally made. Such payment is distinguished from hire or compensation for service. An example of Honorarium includes, but is not limited to, a payment made to a Covered Individual by an agency of the federal government or a private entity to offset costs incurred by that Covered Individual (such as travel, lodging, and food) incident to the performance of a service for the party paying the Honorarium.
How to Disclose Multiple Financial Interests in AIR

The steps to disclose multiple financial interests are straightforward:

- Log into the AIR system through PiratePort or by going to: [https://ecu.myresearchonline.org/air/](https://ecu.myresearchonline.org/air/)
- **Make sure your pop-up blocker is DISABLED.** You will then click on the first link in the center of the page labeled “Annual or an Updated Annual COI Disclosure Form”
Select “Yes” on question number two to disclose financial interests. You will then be given the option to add information for the organization you have a financial relationship with by clicking the first link.
How to Disclose Multiple Financial Interests in AIR

- Answer the information in the pop-up that appears. Please provide as much detail as possible so that ORIC can begin work on helping to manage your conflicts:
After clicking the save button, you will be brought back to your disclosure page. Notice that the financial interest you just disclosed now appears on the page. To add more financial interests, simply click the top link and repeat the process:

Thank you for submitting an updated annual disclosure to reflect your financial interests.

If you have questions or concerns contact Robert Haberstroh (haberstrohr18@ecu.edu; 744-4140) or Deb Elek (eleke18@ecu.edu; 328-9473)