Instructions for Annual Conflict of Interest Disclosure by UNCP EHRA employees

- Go to Activities, Interests, and Relationships AIR.
- Log in using your normal user ID and password.
- You will need Banner ID (contact Office of Sponsored Research and Programs if you are not able to log in and we will put you into database).
- Once on Activities, Interests and Relationships (AIR) database go to blue field at top of page and click on “Home”.
- Go to Self-Initiated Disclosures Annual.
Step 1: Select on “Home” in the taskbar and this screen will appear.

Step 2: Select Annual or updated COI disclosure.
Step 3: Fill in contact information

Step 4: Answer the questionnaire

Remember to certify and submit
Thank You!!

If you have questions/concerns please contact:
Office of Sponsored Research and Programs,
910-775-4249 or email osrp@uncp.edu