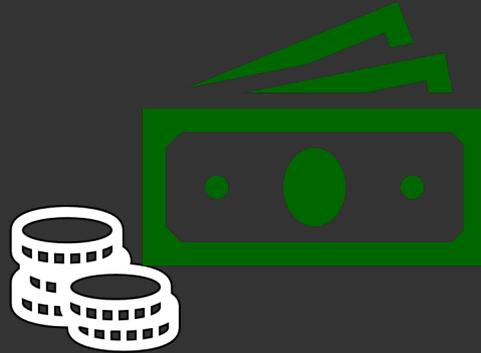


# How to Complete the Annual Financial Interest Report (FIR) Update



# Access your FIR in the Activity and Interest Reporting System (RAMS-AIRS)

1. You can access the system through [airs.research.vcu.edu](https://airs.research.vcu.edu).
  - This will take you to your home screen in the system, which should appear as the picture on the right.
2. Click on *Financial Interest Report for [your name]*.

## Welcome to the VCU Activity and Interest Reporting System (AIRS)

Click *Financial Interest Report for [your name]* below to access your FIR workspace.

For help using this system, visit the [AIRS Guidance and Training](#) site.

### My Financial Interest Report

Name

SmartForm

Financial Interest Report for [REDACTED]

[Financial Interest Report] ▾



# Editing your Financial Interest Report

- To update or review the entries in your FIR, click *Edit Financial Interest Report* under **My Financial Interest Report Forms**.

Current State

Open For Edits

My Financial Interest Report Forms

Edit Financial Interest Report

Print Financial Interest Report

View Differences

Create Follow-Up

Financial Interest R

Legal Name:

Reporter VCU Phone:

Reporter VCU Email:

Reporter Department:

Reporter's Security Roles:

Date COI Training Last Completed:

History Management

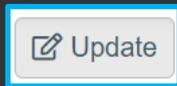
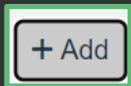
- Following this action, you will arrive at the **Introduction** page.
- Use the **Continue** button to begin updating your FIR to reflect the last 12 months of interests.

Continue →

# A few details to note...

❖ If you last completed COI training 3 or more years ago, you will first be directed to a short training module. After completing the training, you will be redirected to the FIR page and the training completion is documented in the History.

➤ Utilize the **Add**, **Update**, or **Delete** options as you navigate through each Interest page.



- You may delete interests from your FIR if the dates are older than 12 months from the date on which you are updating.

➤ If you have intellectual property to list or if IP is already listed, upon navigating to the 7.0 Intellectual Property Details page, ensure the Licensee is entered for IP that has been licensed. ***This information is required to progress through the FIR completion process.***

7.0 \* Has this intellectual property been licensed:

Yes - VCU granted the right to the IP to the entity listed below

Yes - another institution/entity granted the right to the IP to the entity listed below

No

[Clear](#)

8.0 If the intellectual property has been licensed, identify who has licensed the right to it:

# Submitting your FIR

## 4. To submit your FIR:

- Navigate to the **End of SmartForm** page to select **Yes** to affirm the FIR is complete.
- Select **Yes** or **No** to indicate whether changes or updates were made.
- Click **Finish** at the bottom right of the FIR SmartForm page.

End Of SmartForm

Select Yes below and click *Finish* on the toolbar to submit your Financial Interest Report (FIR).

\*  Yes  No [Clear](#) I have accurately completed my FIR as required by VCU policy. I understand that I must update my FIR within 30 days of acquiring or discovering:

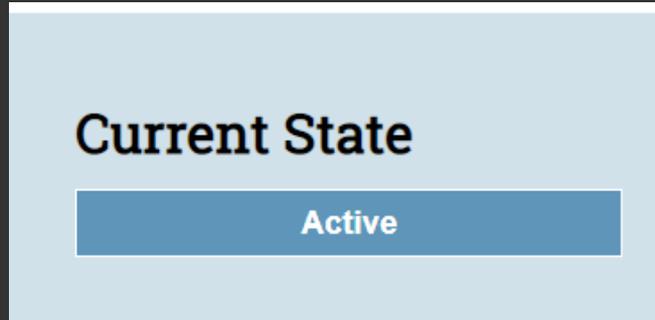
- A new interest in an entity not previously reported
- An additional interest in a previously reported entity
- New intellectual property that has been disclosed to VCU Innovation Gateway
- New research relatedness with any reported interest

\* Were there any changes/updates made to the FIR:  Yes  No [Clear](#) [?](#)

[✕ Exit](#) [📄 Save](#) [Finish](#)

# Last Step!

5. Check that the **Current State** indicated on your FIR workspace is **Active** before exiting the AIRS.



You will also receive an email from AIRS confirming a successful update of your FIR.

## REMINDERS:

- Your FIR must be updated within 30 days of a change to your interests and/or a change in the relatedness of your interests' to all proposed or ongoing research
- For non-technical help or to request inactivation, contact [AIRS@vcu.edu](mailto:AIRS@vcu.edu).
- For technical assistance, contact [erahelp@vcu.edu](mailto:erahelp@vcu.edu).

Thank you for your prompt attention to the AIRS Annual FIR Update request!

