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.
   • 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].
Editing your **Financial Interest Report**

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

- 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.
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.*
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.
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.
• For technical assistance, contact erahelp@vcu.edu.

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