INSTRUCTIONS ON HOW TO SUBMIT
A NOTICE OF INTENT TO ENGAGE IN AN
EXTERNAL PROFESSIONAL ACTIVITY FOR PAY (EPAP)
USING THE AIR SYSTEM

Introduction:
Faculty and EHRA non-faculty employees are required to submit three types of disclosures:

- Annual Conflict of Interest Disclosures, which are a condition of employment for all faculty and EHRA non-faculty employees;
- Project-Specific Conflict of Interest Disclosures, which are required only for certain individuals listed as personnel on externally funded projects; and
- Notices of Intent to Engage in an External Professional Activities for Pay (a.k.a. EPAPs).

The following instructions relate to submitting an “EPAP.”

About Notices of Intent to Engage in External Professional Activities for Pay (a.k.a. EPAPs):
EPAPs are activities that are paid by a non-UNC entity, relate to an employee’s profession, and require specialized knowledge, such as consulting or serving as an expert witness, or other paid activities that are outside the scope of an employee’s primary university employment responsibilities. Primary employment responsibilities include assigned teaching, scholarship, advising, institutional service duties, and administrative responsibilities. Faculty and EHRA non-faculty employees are required to submit “EPAPs” at least ten days prior to the date of the proposed activity. EPAPs are subject to approval by the employee’s supervisor. For more information on EPAPs, please see UNCW Policy 03.230 Conflict of Interest or Commitment.

Instructions:

1. Log in to the AIR system using your usual UNCW username and password:
   https://uncw.myresearchonline.org/air/index.cfm

2. Select the 2nd option under the heading “Links for Self-Initiated Disclosures”
3. Your contact information will automatically populate.

4. Click on the arrow next to Contracting Organization, and click on the only option, “Sponsor Not Listed.”

5. A popup box will appear. Enter in a key word for the entity that will pay for your external activity. If you are self-employed, type in “self.”
6. If you see the correct sponsor listed, select the sponsor. If you don’t see the correct sponsor listed, select Enter New Sponsor. If you are self-employed (i.e. for an athletic camp or other self-employed activity), select Enter New Sponsor.

If you need to add a new sponsor, type in the name of the entity that will pay for your external activity, or type “Self-Employed” as applicable. Select Add New Sponsor.

7. Respond to the remaining questions on the first page and select the Save and Continue button.

8. Respond to the questions on the second page, check the certification statement, and select the Save and Continue button.

9. You will receive an email confirmation for your submitted disclosure. Your disclosure will be reviewed by your department chair/supervisor. If you ARE a department chair, director or dean, AIR will set you as the reviewer for your own disclosure. Please contact Lee Prete at 910-962-7774 or COI@uncw.edu and provide her with the name of your supervisor so that she can properly route your EPAP disclosure.

   Thank you for your assistance in meeting this UNC requirement!

   If you have any questions, please contact Lee Prete at 910-962-7774 or email COI@uncw.edu.

   For additional information, a link to the AIR system, and COI resources, please visit the UNCW COI website: https://uncw.edu/sparc/integrity/COI.html.