Instructions for completing the annual requirement e-form (full-time faculty).

1. Log into the UAB Forms Dashboard (uab.edu/uabforms) using your Blazer ID and password. You must use either an on-campus network computer or the UAB Secure Access VPN to access the dashboard. If you need assistance accessing the VPN or the e-form, please contact AskIT@uab.edu or (205) 996-5555.

2. After logging into the dashboard, click on the "Forms Quicklinks" on the upper right menu, select "Forms History."
3. Review all of the Requests for External Activity Approval forms, Notices of PPSA forms, and Disclosure of Financial Interest forms you submitted during the previous twelve (12) months. Please note if you have not previously submitted any Requests for External Activity Approval forms, Notices of PPSA forms, or Disclosure of Financial Interest forms, there will be nothing listed in your forms history. [NOTE: If your forms history is not complete and accurate, submit those respective forms as necessary to make your submissions complete. Your submission history should include requests or disclosures for activities such as consulting, moonlighting, serving as an expert witness, etc.]

4. If your submissions are complete and accurate (even if you have none), click the “Home” button on the top right menu to return to the UAB Forms Dashboard.
5. After returning to the dashboard home, proceed to the Conflict of Interest and Commitment Forms Suite on the left menu.
6. Complete the initial status questions on the form. Make sure you select “yes” to question 3 (“Are you a full-time faculty member?”). Press the “Next” button.

7. After pressing the next button, complete the remaining questions on the e-form and press “submit.”