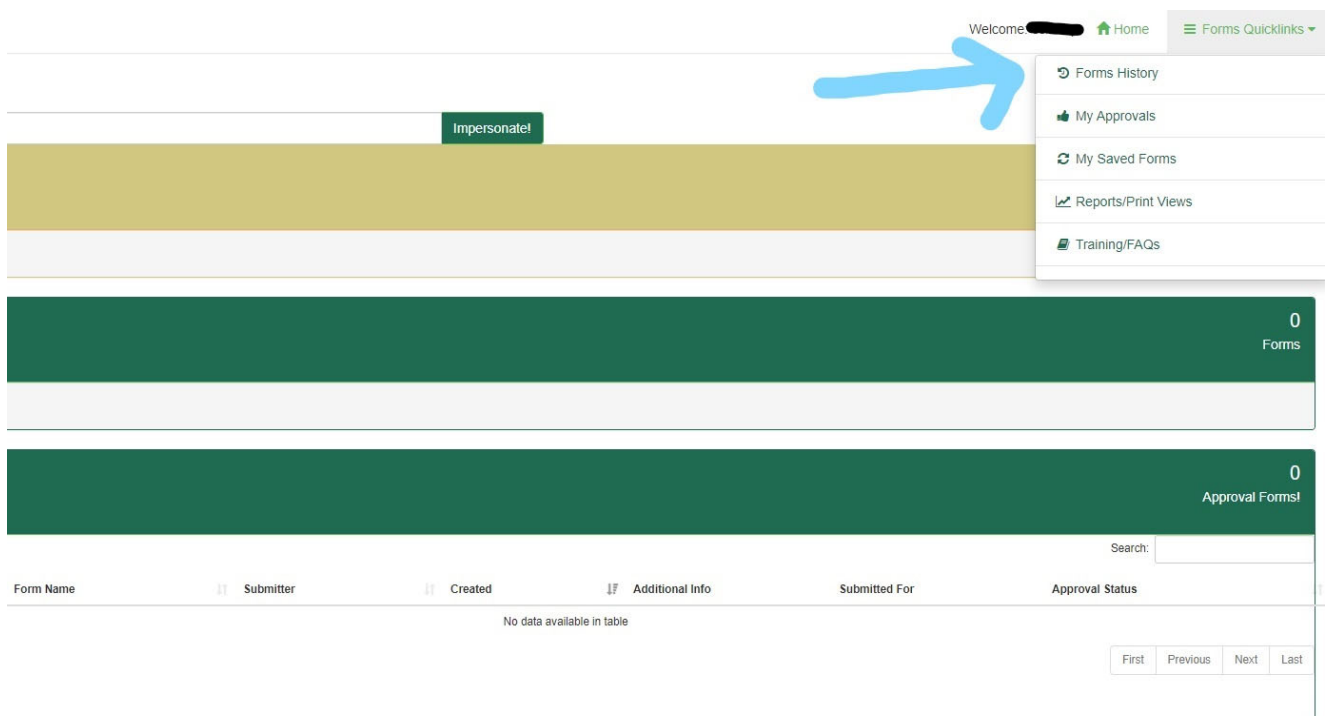


## Instructions for completing the annual requirement e-form (investigators and institutional officials).

1. Log into the [UAB Forms Dashboard](http://uab.edu/uabforms) (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](mailto: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."



The screenshot displays the UAB Forms Dashboard interface. At the top right, there is a user profile area with the text "Welcome [redacted]" and a "Home" icon. To the right of this is a "Forms Quicklinks" dropdown menu. A blue arrow points to the "Forms History" option in this menu. Below the menu, there is a green bar with the text "Impersonate!". The main content area features two green bars: the first shows "0 Forms" and the second shows "0 Approval Forms". Below these bars is a table with columns: Form Name, Submitter, Created, Additional Info, Submitted For, and Approval Status. A search box is located above the table. The table currently displays "No data available in table" and includes navigation buttons for "First", "Previous", "Next", and "Last".

- 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.]**

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T BIRMINGHAM

Welcome [redacted] [Home](#) [Forms Quicklinks](#)

UAB Electronic Forms

My Forms!

History

Show 10 entries Search:

	Form Name	Submitter	Created	Additional Info	Submitted For	Approval Status
Form	UAB COI	[redacted]	07/19/2022	[redacted]	[redacted]	Submitted
Form	PAR/CRF	[redacted]	04/09/2021	[redacted]	[redacted]	Approved
Form	PAR/CRF	[redacted]	04/05/2021	[redacted]	[redacted]	Saved

Showing 1 to 3 of 3 entries First Previous 1 Next Last

- 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.

Welcome: [redacted] [Home](#) [Forms Quicklinks](#)

UAB Electronic Forms

My Forms!

Search:

5. After returning to the dashboard home, proceed to the Conflict of Interest and Commitment Forms Suite on the left menu.

**UAB** THE UNIVERSITY OF ALABAMA AT BIRMINGHAM

Submit New Forms

- Hybrid/Remote Work Agreement
- Faculty Data Form
- Nepotism Exception Form
- Position Authorization/Compensation Request Form
- UAB-Related International Travel Registration
- One Card Access Key/Request Form
- Conflict of Interest and Commitment Forms Suite**  
Includes Annual Disclosure

blazerid...

Alerts

Expand


Submitted Forms

Expand

Forms for Approval

Show 10 entries

Form Name	Submitter
-----------	-----------



6. Complete the initial status questions on the form. Make sure you select “yes” to question 2 (“Are you an investigator...”). Press the “Next” button.

 **Conflict of Interest and Commitment Forms Suite**  
**Includes Annual Disclosure**

Request for External or Internal Activity Approval/Disclosure of Interests

My employment classification is \*

- All Faculty (to include those with UAB Medicine appointments), University Staff, University Volunteer (HR Assignment Category 60)
- University Students and Trainees
- UAB Medicine Staff (without University appointment)

Are you an investigator (i.e., responsible for the design, conduct, or reporting of research) or have you been notified that you are an institutional official? \*

- Yes
- No

Reason for form submission (check one): \*

- Request for External Activity Approval
- Request for UAB Internal Activity Approval
- Disclosure of Financial Interests **[Includes Annual Disclosure]**
- Notice of Professional Public Service Activity (only if you received > \$5,000 in the previous 12 months in remuneration from one entity)

 [next](#)

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