

OAIR Guidance – Investigators without a HarvardKey

The following options are available for individuals without a HarvardKey who are required to disclose under Harvard policy.

Methods of Reporting

Harvard faculty and affiliates who are required to disclose use Outside Activity and Interest Reporting system using a HarvardKey. With the instructions below, individuals without a HarvardKey who are required to disclose may:

1. Obtain a HarvardKey / Harvard University ID number (HUID) by [requesting a role](#) to then log in to OAIR and provide the necessary information.
OR
2. Review the training, complete the [offline version](#) of the form, and email it to your administrator contact.

Requesting a Role

To request a new HarvardKey/HUID or reactivate a previous HarvardKey/HUID, please follow the steps to complete and submit a request form described here: https://harvard.service-now.com/ithelp?id=kb_article&sys_id=0a8c368bdbec0fc083a2f3f7bf9619b3

Note that the person named as authorizer/sponsor must send completed application to the email at the bottom of the form. ***After the form is submitted, it ordinarily takes up to three days to update your access.***

After you receive your HUID (or notice of reactivation), [claim your HarvardKey](#) (if you have not done so already) to use those credentials to complete log in.

Offline Reporting

To report outside of the OAIR system because you do not have a HarvardKey and are unable to obtain one:

1. Read [the required training](#)
2. Download the Word form ([on the support site](#))
3. Email the completed form to your administrator contact ([see reviewers list on OVPR site](#))

After you have submitted the completed form, additional information or confirmations may be required to complete the review. The review will be completed via email.