

# Outside Activity and Interest Reporting (OAIR) Project

SUPPORT STAFF BASICS | JANUARY 2021

## Background

Convened in late 2019, the Outside Activity and Interest Reporting Workgroup was formed as an extension of the Research Administration and Compliance Portal Project to support the planning, design, and deployment of a new Outside Activities and Interests Reporting (“OAIR”) platform, consolidating financial conflict of interest (“fCOI”) and outside activities reporting across the University. This effort has driven updates to the Harvard University Policy on Financial Conflicts of Interest, updates to reporting processes on how and what to include, along with the deployment of the new OAIR application. Each of the changes outlined below have the full support of leadership and serve as a means to support shifting perspectives on best practices related to increased federal scrutiny of potential foreign influence on research, as well as investigator conflict of interest and commitment.

## Basic Process Updates

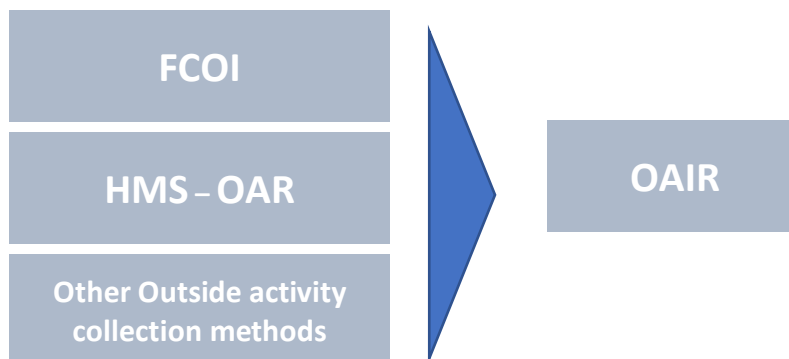
Considering the scope of the OAIR project and seeking to standardize “What to include” in a report across schools, the new process itself is not drastically different than it is today. Three key changes:

<i>Process Change / Clarification</i>	<i>Impact</i>
1) <b>Reporting Scope</b> - All relevant outside activities will be reported in OAIR going forward.	<ul style="list-style-type: none"><li>For most schools, Faculty Affairs-based activity reporting will initiate at the same time as the OAIR process to simplify reporting for faculty.</li><li>Features of integration with Faculty Affairs allow for single entry of outside activities.</li></ul>
2) <b>Notifications</b> - New system-generated notifications will support the reporting process.	<ul style="list-style-type: none"><li>Personalized links, information, and reminders send direct to faculty and affected staff.</li><li>Schools will supplement system notices with separate messaging.</li></ul>
3) <b>Research-Based Certifications</b> - The requirement for research-based reporting will shift to requiring a <u>report on file at proposal</u> , followed by <u>an active update and attestation at award</u> .	<ul style="list-style-type: none"><li>Reduction of multiple reports for a single project.</li><li>Elimination of additional entries and reviews.</li></ul>

## System Changes

The new Outside Activity and Interest Reporting application will replace several legacy applications to become the system of record for the following two types of information for applicable faculty and research investigators:

- Relevant equity holdings, ownership, and fiduciary relationships; and
- Relationships that constitute outside professional activities



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## Use of OAIR

A brief overview of new OAIR application and processes use.

<b>Which Schools will be using the new OAIR system?</b>	<ul style="list-style-type: none"><li>• FAS, GSE, GSD, HDS, HKS, HMS, HSPH, Wyss</li><li>• HLS and HBS will not use OAIR and will continue to use own (non-OAIR) systems as they do today</li></ul>
<b>Who must report in OAIR?</b>	<ul style="list-style-type: none"><li>• Faculty and individuals with a .5 or greater Harvard appointment</li><li>• Individuals marked as investigator* on awards subject to U.S. Public Health Service (“PHS+”) requirements**</li></ul> <p><i>* Investigator - those responsible for the design, conduct or reporting on a research project</i> <i>** HMS and Wyss will continue to extend the PHS+ requirements to all sponsored awards</i></p>
<b>When is reporting in OAIR required?</b>	<ul style="list-style-type: none"><li>• Annually during each school’s reporting period</li><li>• Updates within 30 days of new or updated relationships throughout the year</li><li>• For all awards subject to “PHS+” requirements<ul style="list-style-type: none"><li>○ At proposal if no report on file during the previous 12 months</li><li>○ At award</li></ul></li></ul>

## What to expect at OAIR launch

During the week prior to launch starting on January 15<sup>th</sup>, 2021 the existing Harvard systems will go offline so the HUIT team can complete the technical transition to OAIR. There will be processes in place at each school to handle any reporting needs during this time. **Beginning January 25<sup>th</sup>, 2021:**

- Report new or revised relevant outside professional activities and interests in the OAIR system.
- Investigators may receive system notices to take time-sensitive action in OAIR when policy requires. These will primarily be tied to research-based reporting requirements tied to the award process.
- During the first six months of 2021 each school will kick off their own annual reporting period. At this time required faculty will receive a separate email followed by a system notice to complete their annual certification.

## How to support the process

1. [Read What to Include](#): Faculty and Investigators will need to report all relevant outside professional activities and interests. Only the discloser can fill in and submit the form. If there is a way to support gathering items for their review for entry, this is the guide to use.
2. [Learn a few system basics](#): This can help with small questions. Submitting information through OAIR can be as easy as:
  1. Click the link in the email
  2. Click “edit disclosures” on the left
  3. Fill in the form and click the ‘confirm’ box at the end to submit
3. Know where to find more information:
  1. [Policy questions](#) (including definitions)
  2. [System questions](#)
  3. System help: [oirhelp@harvard.edu](mailto:oirhelp@harvard.edu)
  4. OAIR review contacts
    - FAS/SEAS: [Kristen Harding](#)
    - GSD: [Anne Mathew](#)
    - GSE: [Tiffany Blackman](#)
    - HDS: [Karin Grundler-Whitacre](#)
    - HKS: [Carrie Kachoria](#)
    - HMS/HSDM: [Cindi-Ann Hirst](#)
    - SPH: [Angela Brazeau](#)
    - Wyss: [Katrin Duevel](#)