

## Quick Tip Sheet – COI Updates

All information previously entered (and as amended by NIH staff) will be pre-populated onto the form. Please add, edit, or mark for deletion changes from your prior submission and be sure to click on the “Submit” tab once you have updated your report.

The reporting period remains the previous 12 months. If entry is still accurate, no action is needed.

Remove entries that are no longer reportable, e.g., a fee or salary received, or a position held outside the 12-month reporting period.

Add newly acquired assets, sources of income or positions since the date of the previous report, e.g., newly purchased stocks, newly received salary or fees received, and/or newly appointed positions.

The following examples assume the first NEES-filed 450 report was submitted in May 2019 and this update was filed in August 2019:

### **Assets and Income (for you, your spouse and/or dependent child)**

University of Wisconsin, Salary [example of filer’s source of income]

- No action needed if still current employer. Also, retain position under Outside Position section.
- If you obtained a new job after May 2019, mark this entry as “No longer held” and add new source of income and new position to this report

American Association for Cancer Research, Speaker’s Fee (05/2019) [example of speaker’s fee received within the last 12 months]

- No action needed because fee received within 12-month reporting period (Jul 2018-Aug 2019).

Binghamton University, Speaker’s Fee (06/2018) [example of speaker’s fee received outside of 12-month reporting period]

- Mark as “Remove from Report” because date fee received outside of 12-month reporting period (July 2018-Aug 2019).

Merck, Consultant Fees (July 2019) [example of newly added source of income]

- Add entry under Assets and Income section.
- Reminder: add to Outside Positions section because held position within the past 12 months

ABC Healthcare Fund (DC) [example of sector fund held in account for dependent child]

- Still own and value still exceeds \$1,000? No action needed.
- Sold, but generated more than \$1,000 in income (capital gains, dividends or interest) during the past 12 months, leave entry but check “No longer held” box.

- Sold and did not garner more than \$1,000 in income during the past 12 months, mark as “Remove from Report”

TIAA Traditional Annuity [example of reportable retirement asset]

- No action needed if still own and value exceeds \$1,000 and/or generated more than \$200 in income

University of California Retirement Plan, defined benefit plan [example of defined benefit (pension) plan from previous employer]

- If value is still above \$1,000, no action needed; otherwise, remove

Spouse’s IRA [example of an account with reportable assets (stocks, bonds and/or sector funds)]

- Sufficient to reference this account on the form and report current assets by uploading a copy of the most recent account statement.

Gates Foundation Research Support; 01/2018-12/2021 [example of non-Federal research support]

- Current funding support. No action needed.

### **Outside Positions (for you)**

University of Wisconsin (Madison, WI), Educational Institution, Professor and Department Chair [example of current employment]

- No action needed if still current position
- If resigned, mark position as “No longer held” and add comment “the position ended (month/year).”

Society for Neuroscience (Washington, DC), Professional Society, President (2018-2021) [example of current officer position in professional society]

- No action needed because still a current, uncompensated position

Merck (Kenilworth, NJ), Pharmaceutical Company, Consultant (July 2019) [example of newly added outside position]

- Add entry under Outside Position section.
- Reminder: add income to Asset and Income section as income received within the past 12 months.

### **Agreements and Arrangements (for you)**

University of California University System (Oakland, CA); I will continue to participate in former employer’s defined benefit (pension) plan [example of defined benefit (pension) plan from previous employer and a description of the agreement]

- No action needed because defined benefit (pension) plans are reportable even if the employer is no longer contributing to the plan

University of Wisconsin (Madison, WI); I will continue to participate in current employer's 403(b) and TIAA-CREF retirement plans

- No action needed if employer (U WI) is still contributing to the plan(s); remove if not

University of Maryland (College Park, MD); I will continue to receive royalty income as the inventor of an unexpired patented technology [example of agreement with previous employer to share in royalties received by the employer]

- No action needed if Agreement is still in effect