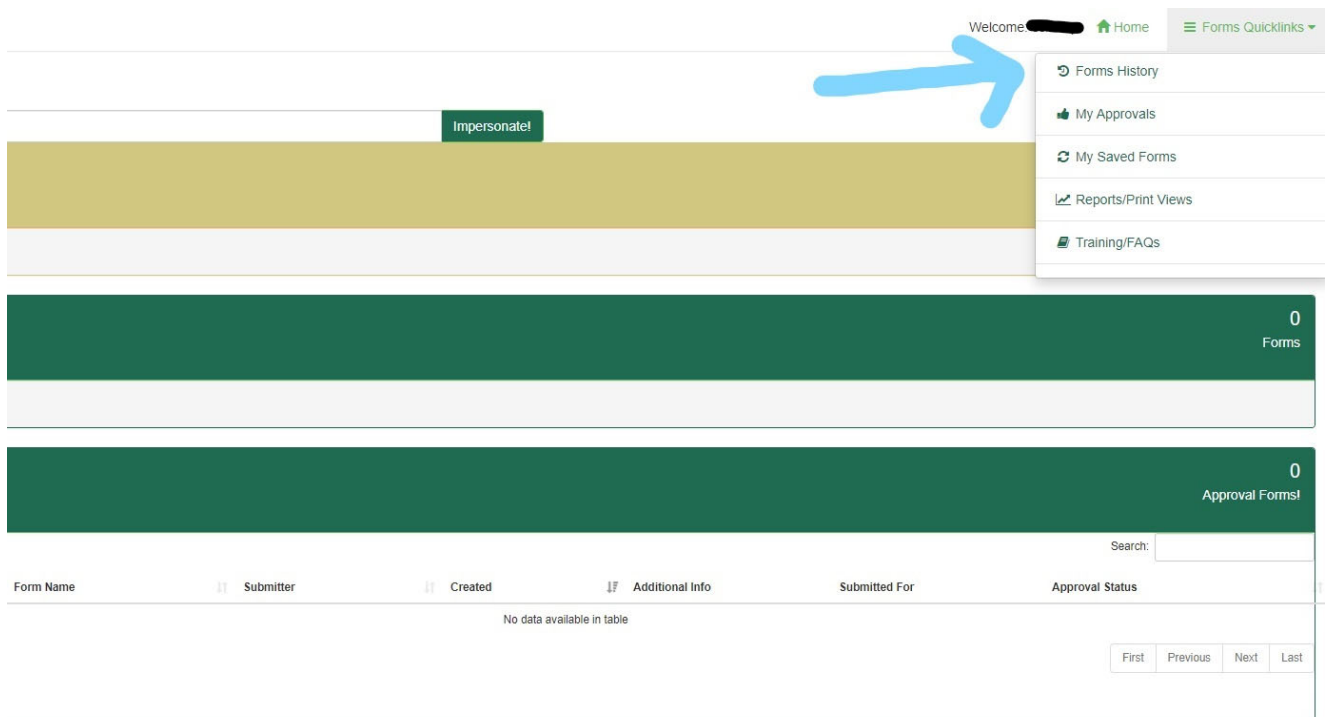


Instructions for completing the annual requirement e-form

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 or (205) 996-5555.
2. After logging into the dashboard, click on the "Forms Quicklinks" on the upper right menu, select "Forms History."



- 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

History My Forms!

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

ANNUAL REPORT

- 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 Disclosure of Financial Interests [Includes Annual Disclosure] tab.

The screenshot shows a dashboard interface. On the left is a sidebar titled "Submit New Forms" with a list of menu items. The main content area on the right contains several sections: a search bar with "blazerid...", an "Alerts" section with an "Expand" button, a "Submitted Forms" section with an "Expand" button, and a "Forms for Approval" section. The "Forms for Approval" section includes a "Show 10 entries" dropdown and a table with columns for "Form Name" and "Submitter". A large green arrow points from the "Disclosure of Financial Interests [Includes Annual Disclosure]" menu item in the sidebar to the "Forms for Approval" section in the main content area.

Submit New Forms

- Alternate Work Options Proposal
- Faculty Data Form
- Nepotism Exception Form
- Position Authorization/Compensation Request Form
- UAB-Related International Travel Registration
- One Card Access Key/Request Form
- Request for External Activity Approval
- Request for UAB Internal Activity Approval
- Disclosure of Financial Interests [Includes Annual Disclosure]
- Notice of Professional Public Service Activity

blazerid...

Alerts

Expand

Submitted Forms

Expand

Forms for Approval

Show 10 entries

Form Name	Submitter
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6. Complete each question. Press the "Next" button to advance. Once you have completed all questions, read the acknowledgment and press the "Submit" button to complete the disclosure submission.