

## HOW TO SUBMIT A RETURN IN THE ONLINE REGISTER OF INTERESTS SYSTEM

The University is required to maintain a Register of Interests covering all academic staff and any support staff who have relevant interests to disclose. For information on the background to the Register and the types of interests that must be declared, see the [Handy Guide on the ROI web page](#).

The on-line [Register of Interests \(RoI\) System](#) is used to record the submission of disclosures of interests electronically.

If you are a member of staff on pay grade **6** or above you will need to confirm all your interests in external organisations (financial or otherwise). This applies even if your response is 'nil'. (Staff on Grades 1 to 5 must also complete a declaration if their role at the University involves any possible conflicts of interest). To use the online Register of Interests system use [the link above](#) and **log in** with your **central** username and password.

If accessing the system off campus, you must use the University's [Virtual Private Network \(VPN\)](#). There is [guidance available](#) on problems when accessing the Register of Interests online.

If, after logging in, the system notes that you are not registered, please contact the [ROI@manchester.ac.uk](mailto:ROI@manchester.ac.uk) mailbox.

### Submitting a return

- If you are visiting this page **for the first time** please use the “Submit a New Declaration form” link on the right.
- If you are wishing to **submit a further return**, please click on the “Date Return Filed” link for your last return on the right and when complete click the “Submit Return” button.

Date Return Filed	Nil Return	Number of Interests
01/12/2015 11:16 AM	Yes	0

For Further information on submitting returns please click **Help** on the Top Link Bar

To submit a return, **click** the icon on the main screen. A form will emerge, pre-populated with your contact details:

**Personal Information**

Spot ID: \_\_\_\_\_

Username: \_\_\_\_\_

Surname: \_\_\_\_\_

First Name: \_\_\_\_\_

Email: \_\_\_\_\_

Job Title: Applications Analyst

Faculty: Professional Support Services

School: IT Services

**Declaration**

Do you have any interests, financial or otherwise, which overlaps with your duties as an employee?

No, I wish to file a Nil Return

Yes I have interests I wish to declare

**Interests**

Organisation: \_\_\_\_\_

Nature: \_\_\_\_\_

Pecuniary:  Non-Pecuniary:

Personal:  Family:

By default the Declaration section will be set to 'No, I wish to file a Nil Return'. Use this option means you are confirming that have no financial or relevant other interests in any external organisations to declare.

To add one or more interests, **click** the 'Yes I have interests I wish to declare' and a new section of the form will emerge. **Enter** the details and nature of the organisation, indicating if the interest is pecuniary (financial) or personal/family.

Interests

Organisation: company A

Nature: nature A

Pecuniary:  Non-Pecuniary:

Personal:  Family:

Add New Interest

You can add further interests by **selecting** 'Add New Interest' in the bottom left of the form.

One you return to the home page you will see a link to your current return:

Current Return		
Date Return Filed	Nil Return	Number of Interests
01/12/2015 11:16 AM	Yes	0

### Editing your Return

You cannot edit a return but you can submit a new version as often as you like. **Open** the form and made the changes you require. To remove an interest **click** on the arrow in the top left of the Interests section or the form:

The screenshot shows a form titled "Interests". It contains a dropdown menu with three options: "Insert InterestsTable before", "Insert InterestsTable after (Ctrl+Enter)", and "Remove InterestsTable (Ctrl+Delete)". Below the dropdown are two rows of radio buttons. The first row has "Pecuniary:" with a selected radio button and "Non-Pecuniary:" with an unselected radio button. The second row has "Personal:" with a selected radio button and "Family:" with an unselected radio button. At the bottom left of the form is a button labeled "Add New Interest".

**Click** Submit Return to save your changes.

On the home page your most recent form is displayed as a current return, with your previous returns below.

Current Return		
Date Return Filed	Nil Return	Number of Interests
01/12/2015 11:16 AM	Yes	0

  

Previous Returns		
Date Return Filed	Nil Return	Number of Interests
01/12/2015 11:15 AM	Yes	0

For more information or support, please contact the ROI mailbox: [ROI@manchester.ac.uk](mailto:ROI@manchester.ac.uk). Contact the [IT Support Centre](#) if you have difficulties installing the VPN for off-campus access.