HOW TO REVIEW AND APPROVE AN ANNUAL COI DISCLOSURE IN CAYUSE

1. Go to https://appstate.app.cayuse.com/

2. Under “Disclosures Assigned to Me”, click on the disclosure you would like to review.
3. Review each section of the form.

4. Under “My Tasks”, click on “Review disclosure and confirm review”.

5. Enter your comments in the pop-up screen and click on “Confirm Review”

6. You can process the disclosure in the following 3 ways:

1) Resolve the disclosure. See the section “Resolve a disclosure” below
2) Return the disclosure to the Disclosee (if the form needs updating)
3) Assign a “Next Reviewer”
7. Resolve a disclosure

   1) Determine if a Conflict of Interest is present and if so, if it is manageable.
   2) If a COI Management Plan has been completed, attach it to the disclosure by clicking on the “Documents” tab and uploading the signed Management Plan.

   3) Click on “Resolve”, and select the resolution on the screen below.

Once the disclosure has been resolved, the process has been completed.

If you have any questions, please contact us at coi@appstate.edu.