



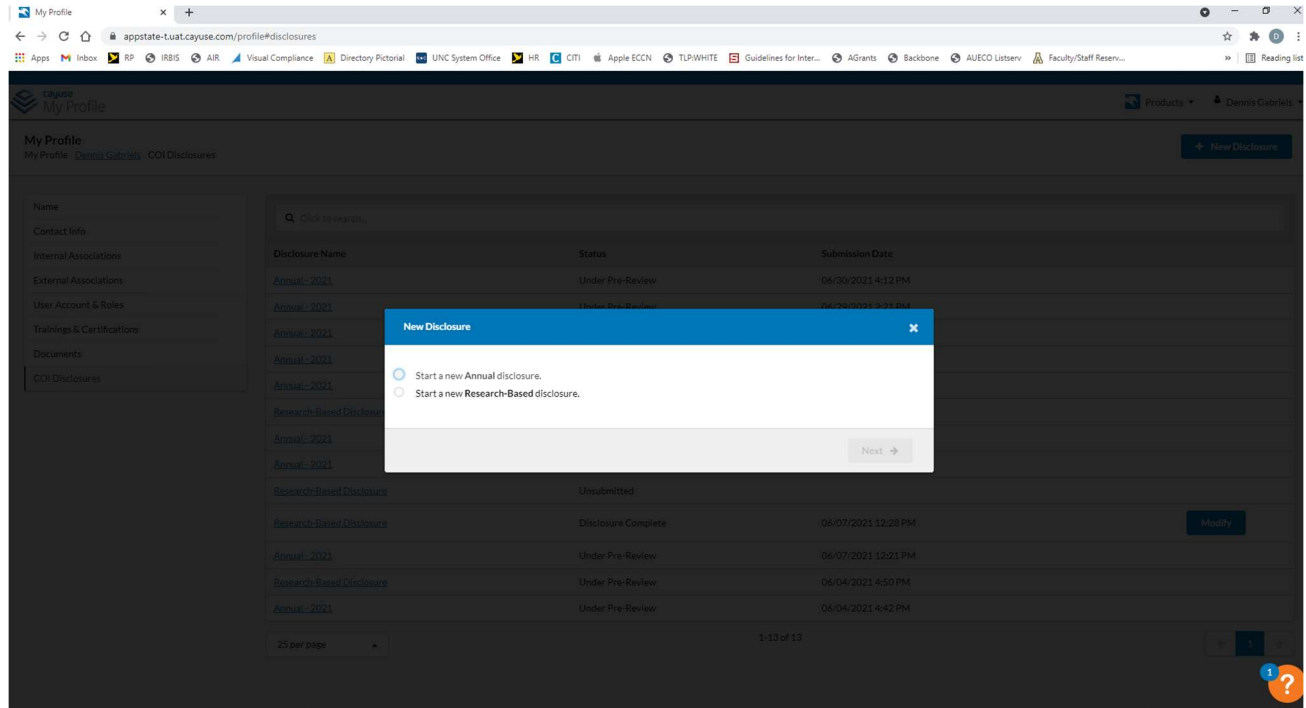
# HOW TO CREATE A RESEARCH-BASED COI DISCLOSURE IN CAYUSE

1. Go to <https://appstate.app.cayuse.com/profile#disclosures>
2. Click on “+ New Disclosure”

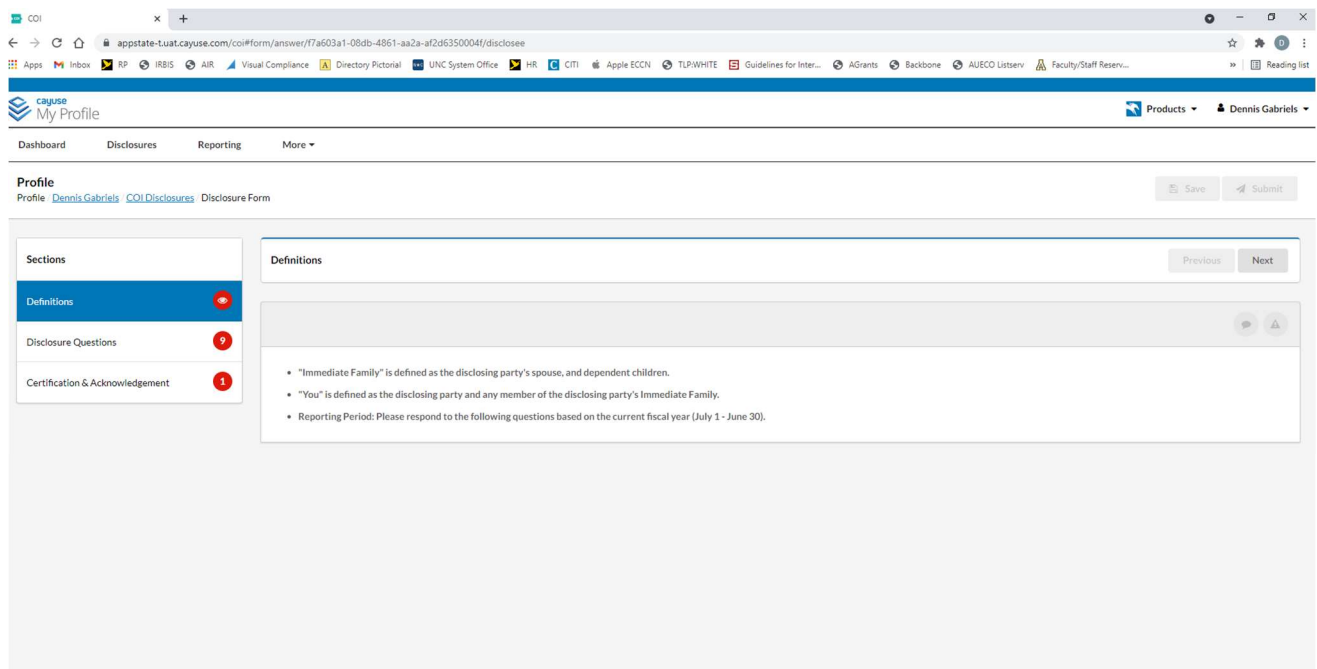
The screenshot shows the 'My Profile' page in the Cayuse system. The left sidebar contains a menu with options: Name, Contact Info, Internal Associations, External Associations, User Account & Roles, Trainings & Certifications, Documents, and COI Disclosures. The main content area is titled 'My Profile' and 'Dennis Gabriels COI Disclosures'. It features a table of disclosures with columns for Disclosure Name, Status, and Submission Date. A red arrow points to the '+ New Disclosure' button in the top right corner of the table area.

Disclosure Name	Status	Submission Date
<a href="#">Annual - 2021</a>	Under Pre-Review	06/30/2021 4:12 PM
<a href="#">Annual - 2021</a>	Under Pre-Review	06/29/2021 2:21 PM
<a href="#">Annual - 2021</a>	Under Pre-Review	06/24/2021 2:16 PM
<a href="#">Annual - 2021</a>	Under Pre-Review	06/17/2021 2:17 PM
<a href="#">Annual - 2021</a>	Unsubmitted	
<a href="#">Research-Based Disclosure</a>	Unsubmitted	
<a href="#">Annual - 2021</a>	Under Pre-Review	06/15/2021 2:26 PM
<a href="#">Annual - 2021</a>	Under Pre-Review	06/10/2021 2:35 PM
<a href="#">Research-Based Disclosure</a>	Unsubmitted	
<a href="#">Research-Based Disclosure</a>	Disclosure Complete	06/07/2021 12:28 PM
<a href="#">Annual - 2021</a>	Under Pre-Review	06/07/2021 12:21 PM
<a href="#">Research-Based Disclosure</a>	Under Pre-Review	06/04/2021 4:50 PM
<a href="#">Annual - 2021</a>	Under Pre-Review	06/04/2021 4:42 PM

### 3. Select “Start a new Research-Based disclosure” and click “Next →”



### 4. Click on “Definitions” highlighted in the screen below and click “Next”



## 5. Answer the General Questions.

appstate-tuat.cayuse.com/coifForm/answer/b44b8524-3be8-45d0-8958-6510473970b8/disclosee

My Profile

Dashboard Disclosures Reporting More

Sections

- Definitions
- General Questions**
- Income/Honorarium
- Ownership/Equity Interest
- Gifts
- External Positions
- University Resources
- Intellectual Property
- Participants
- Other
- Certification

General Questions

Previous Next

AGrants File Number \*

Please enter your AGrants record number in the following format: XXXXXXX

Project Title \*

Please enter your AGrants project title

Sponsor Information \*

Please indicate the source of funding for this proposal

External Org Name

No External Org has been selected.

Find External Org

- AGrants #
- Project Title
- Sponsor Information: Click on “Find External Org”  
In the pop-up screen: search for, and select the appropriate sponsor(s)

External Org Finder

Click to search...

Name

(CADSAO) Cabinet de Developpement des Statistiques et d'Appui aux Organisations	+
(NASCAR) National Association for Stock Car Auto Racing, Inc	+
(RDU) Raleigh-Durham International Airport	+
100 Black Men of America	+
100 Resilient Cities	+

Prev 1-5 of 29334 Next

Selected Records

Name	
Biocomp Testing, Inc.	×
100 Resilient Cities	×

Cancel + Request New External Org Save

- d. Select your Project Role
- e. Select the option(s) that apply to the sponsor

Once all questions have been answered, a green checkmark will appear on the “General Questions” tab. Click “Next”

- 6. Answer the questions in each section as appropriate. Certain answers will prompt further questions to obtain more detailed information.
- 7. Once each section has been completed, you will be asked to certify that the information you provided is accurate to the best of your knowledge. Click on the checkbox

The screenshot displays the Cayuse Research Suite interface for a COI (Conflict of Interest) disclosure form. The left-hand navigation pane lists various sections of the form, each accompanied by a status icon. Most sections, including Definitions, General Questions, Income/Honorarium, Ownership/Equity Interest, Gifts, External Positions, University Resources, Intellectual Property, Participants, and Other, are marked with a green checkmark, indicating they have been completed. The 'Certification' section at the bottom is highlighted in blue and marked with a red circle containing the number '1', signifying it is the current step. The main content area is titled 'Certification' and features a red exclamation mark icon, a checkbox, and the text: 'I certify that the information provided in this form is accurate and complete to the best of my knowledge.' Navigation controls include 'Previous' and 'Next' buttons at the top right, and a question mark icon in the bottom right corner. The browser's address bar shows the URL: [appstate-tuat.cayuse.com/coi#form/answer/b44b8524-f3e8-45d0-8958-6510473970b8/disclosee](https://appstate-tuat.cayuse.com/coi#form/answer/b44b8524-f3e8-45d0-8958-6510473970b8/disclosee).

8. Once the checkbox has been clicked, the “Submit” button will be highlighted in Blue. Click on the Submit Button

The screenshot shows the 'My Profile' page in the Cayuse Research Suite. The left sidebar lists various sections, with 'Certification' selected and highlighted in blue. The main content area shows the 'Certification' section with a checkbox that is checked, indicating that the user certifies the information provided is accurate. The 'Submit' button is highlighted in blue, and a red arrow points to it, indicating the next step in the process.

9. Click “Proceed”

The screenshot shows the 'My Profile' page with a 'Routing Confirmation' dialog box overlaid. The dialog box asks, 'Are you sure you want to route your disclosure?' and has 'Cancel' and 'Proceed' buttons. The 'Proceed' button is highlighted in green, and a white arrow points to it, indicating the next step in the process.

Your research-based disclosure has now been submitted. You will be notified by a system email on any updates with your disclosure. You will also get a “Disclosure Complete” notification once your disclosure has been fully processed and approved.

If you have any questions, please contact us at [coi@appstate.edu](mailto:coi@appstate.edu).