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”
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.

a. AGrants #
b. Project Title
c. Sponsor Information: Click on “Find External Org”
   In the pop-up screen: search for, and select the appropriate sponsor(s)
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
8. Once the checkbox has been clicked, the “Submit” button will be highlighted in Blue. Click on the Submit Button

9. Click “Proceed”
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.