



How to Create and Annual Disclosure in Cayuse

- 1. Go to Cayuse at<u>https://ecsu.app.cayuse.com/</u> and login using your ECSU credentials.
- 2. Click on your name in the upper right-hand corner and choose "my profile".

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eauuse platform Home				3	Products	George Cox 🔹
	Ν	ly Tasks				970130160@ecsu.edu
			Assi	igned to Me Created by Me		University Timezone: US/Eastern
Task ¢	Task Type	From Assigned To	Created \$	Last Activity	Due	My Profile
	No	Saved Tasks			?	Help Center
					ტ	Log Out

3. Click on "COI Disclosures" from the menu on the left.

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My Profile / George H. Cox / Profile

	Profile
Contact Info	
Internal Associations	First Name *
External Associations	George
User Account & Roles	Prefix
Training & Certifications	Mr.
Documents	Preferred Name
COI Disclosures	

4. Click on "New Disclosure" in the upper right corner and then choose "Start a new Annual Disclosure".

Disclosure Name	Status	Submission Date	
Annual - 2021	Disclosure Complete	11/18/2022 10:19 AM	Modify
Annual - 2021	Disclosure Complete	08/22/2022 11:05 AM	
25 per page		1-2 of 2	

Distance Country	00/00/0000 44/05 444
New Disclosure	×
• Start a new Annual disclosure.	
Start a new Research-Based disclosure.	
	Next 🔿

5. Read the General Information provided for an explanation of the process, definitions, and applicable policies. Then click "next" in the upper right corner.

Profile Profile / <u>George Cax</u> / <u>COI Disclosures</u> / Disclosure Form	🖺 Save 🛛 🗐 Submit	
	\sim	
Sections	General Information Previous Next	
General Information		
Disclosure Questions		
	General Information	
	Cayuse Outside Interests (COI) is an interactive web application. As you answer questions, new sections relevant to the type of disclosure being completed will appear on the left-hand side. Therefore, not all sections may appear. You do not have to finish the application in one sitting. All information can be saved.	
	This form is for submitting the following:	
	Annual Disclosures:	
	The ECSU annual disclosure is required for all faculty (9 month, 12 month, and part-time), including adjunct faculty members and EHRA staff members. These are due each year by December 10th,	
	External Professional Activities for Pay - Activities that are:	
	1) not included within one's University Employment Responsibilities; 2) performed for any entity, public or private, other than the university; 3) undertaken for compensation and a compensation and a state of the employee. Participation of employees in External Professional Activities for Pay, typically in the form of consulting, is an important characteristic of academic employment that often leads to significant societal benefits, including economic development through technology transfer.	

6. Answer the disclosure questions as accurately as possible. A red exclamation mark indicates that a question is required. The number in the red circle beside "Disclosure Questions" indicates how many required questions remain (this number may change depending on your answers).

Profile Profile / <u>George Cox</u> / <u>COI Disclosures</u> / Disc	losure Form
Sections	Disclosure Questions
General Information	
Disclosure Questions	Image: Section Control

- 7. If you answer yes to certain questions, new sections with required questions will appear in the listing on the left-hand side of the screen. You can proceed through the form by clicking on this menu or by clicking next in the upper right corner. Once each section has a green check, you can proceed to the next section.
- If you are asked to enter an Organization or Business for a relationship, click on "find external organization" and begin typing the name of the organization. If you are unable to locate the correct on, choose "unknown sponsor" and report the correct name for the organization in one of the boxes below. Answer all questions and move on to the next page.
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Sections	Financial Interest
General Information	
Disclosure Questions	
	Please provide the Organization or Business name and the nature of your financial relationship with this organization.
Financial Interest	8 If you cannot think of any areas of overlap between the organization and your responsibilities at ECSU, then you do not need to report your relationship with this organization.
Management	Select Organization '
Certification	1 No external organization set (ted. Find external organization.
	1. Is this Organization foreign or domestic? *
	Domestic
	2. Please include a Brief Description of the Activities of the Organization (e.g., products or services provided, mission of the organization).
	3. Is the organization For-Profit or Non-Profit? * For -Profit Non-Profit
	4. Please provide a brief description of your activities with and/or interest in this organization and how they have the potential to intersect with your university activities (e.g. rest employees, purchasing, service).

9. Once you have green checks on all pages of the form, move on to the certification page. Check the agreement and then click "submit" in the upper right corner of the page. Answer any other acknowledgements that pop up. You should get an on-screen confirmation and you should receive an email indicating successful submission. You will also get an email once your submission has been successfully reviewed.

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Sections	Certification	Previous Next
General Information		
Disclosure Questions		
Certification	the perception of such conflicts of interests or the perception of such conflicts of interest and that the information provided is factual and accurate."	

10. If you have any questions, please contact the Office of Sponsored Programs at ecsuosp@ecsu.edu or call 252-335-3222.