1. Go to https://appstate.app.cayuse.com/profile#disclosures

2. Click on “+ New Disclosure”
3. Select “Start a new Annual disclosure” and click “Next”

4. Click on “Definitions” highlighted in the screen below and click “Next”
5. Answer the questions in the screen below.

A: The number 9 indicates the number of required questions to be completed for this section. Once you have completed all question, you will see a green checkmark.

B: An exclamation mark indicates an answer is required for this question.

C: The Question mark hides clarifying information. You can display this by hovering your cursor over the “?”
6. If you answered “Yes” to any of the Disclosure Questions, additional sections will be displayed.

7. To enter the entity / organizations associated with this professional activity for pay, click on “+ Add New Relationship”. This will display the screen below:
8. Click on “Find external organization”. This will bring up the pop-up screen below:

   a. Enter information in the search field to find the organization in our database.
   b. Select the organization in the “Name” section
   c. Click Save
   d. If your organization is not listed in our database, you can click on “+ Request New External Org” and provide the information requested so we can add this organization to our database

9. The process above can be repeated if multiple organizations need to be added

10. Once you have completed all questions in the section, you will again see a green checkmark. Click “Next”
11. Check the checkbox in the screen below to indicate you have completed the form to the best of your abilities:

12. This will unlock the “Submit” button. Click on “Submit.”
13. Click “Proceed” to route your disclosure to the Office of Research.

Your annual 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.