



## HOW TO CREATE AN ANNUAL COI DISCLOSURE IN CAYUSE

- **1.** Go to <u>https://appstate.app.cayuse.com/profile#disclosures</u>
- 2. Click on "+ New Disclosure"

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Name Contact lafe	Q. Click to search			4 6
Internal Associations	Disclosure Name	Status	Submission Date	
External Associations	Annual - 2021	Under Pre-Review	06/30/2021 4:12 PM	
User Account & Roles	Annual - 2021	Under Pre-Review	06/29/2021 2:21 PM	
Trainings & Certifications	Annual - 2021	Under Pre-Review	06/24/2021 2:16 PM	
Documents	Annual - 2021	Under Pre-Review	06/17/2021 2:17 PM	
COI Disclosures	Annual - 2021	Unsubmitted		
	Research-Based Disclosure	Unsubmitted		
	Annual - 2021	Under Pre-Review	06/15/2021 2:26 PM	
	Annual - 2021	Under Pre-Review	06/10/2021 2:35 PM	
	Research-Based Disclosure	Unsubmitted		
	Research-Based Disclosure	Disclosure Complete	06/07/2021 12:28 PM	Modify
	Annual - 2021	Under Pre-Review	06/07/2021 12:21 PM	
	Research-Based Disclosure	Under Pre-Review	06/04/2021 4:50 PM	
	<u>Annual - 2021</u>	Under Pre-Review	06/04/2021 4:42 PM	
	25 per page	1-13 of 13		÷ 1 ÷

**3.** Select "Start a new Annual disclosure" and click "Next  $\rightarrow$  "

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4. Click on "Definitions" highlighted in the screen below and click "Next"

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Sections	Definitions	Previous	Next
Definitions			•
Certification & Acknowledgement	<ul> <li>"Immediate Family" is defined as the disclosing party's spouse, and dependent children.</li> <li>"You" is defined as the disclosing party and any member of the disclosing party's Immediate Family.</li> <li>Reporting Period: Please respond to the following questions based on the current fiscal year (July 1 - June 30).</li> </ul>		

5. Answer the questions in the screen below.

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Definitions	e B			A	0
ertification & Acknowledgement	Do you receive compensation or expense reimbursement for: 1. service to professional associations; 2. service on review panels; 3. pro     Yes     No	esentation of scholarly works; and/or 4. participation in accreditation reviews? * $^{\circ}$			
				A	0
	Do you receive income from any individual or entity that 1) does business with the University, or 2) might affect your institutional resp Yes No	oonsibilities?**			
	0 1			A	
	Do you hold an executive position, or are you on the Board of Directors or Scientific Advisory Board of a company or other form of pro	ofit or non-profit corporation that sponsors University research or programs? $^{\ast}$			

**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.

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Sections	External Professional Activities for Pay Previous	N	ext
Definitions C			A
Disclosure Questions			
External Professional Activities for Pay	Please provide the name of the organization or entity for which you will perform the outside professional activity No entries.		
Certification & Acknowledgement	◆ Add New R	elationshi	p
	0		A
	To the best of your knowledge, does the contracting organization above provide funding or equipment which directly supports a research project on which you serve or any of your other University duties or activities?*		
	○ Yes ○ No		
	0		4
	Will this activity use any University resources (personnel, products, equipment, laptop, infrastructure, etc)?*		6
	Yes		

 To enter the entity / organizations associated with this professional activity for pay, click on "+ Add New Relationship". This will display the screen below:

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Second Stranger My Profile	Products	<ul> <li>Dennis Gabrie</li> </ul>
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	• •	<ul> <li>A</li> </ul>
	Please provide the name of the organization or entity for which you will perform the outside professional activity	
External Professional Activities for Pay 0 Certification & Acknowledgement 1	Select Organization *  No external organization selected. <u>Find external organization</u> .	ete Relationship
	Which of the following best describes the contracting organization?* Scheel a value	*
	Please describe your role and the nature of the outside professional activity	
	How does the outside professional activity relate to your role at Appalachian State?	
	Please enter the beginning date of the proposed activity	
	m MM-DD-YYYY Blocks action dithe apparent which:	
	Exercise the use the many same of the proposed actions     MM+DD-YYYY	
	Please enter the total number of hours you expect to devote to this activity during this fiscal period (July 1st - June 30)	\$
	• Add	i New Relationship

8. Click on "Find external organization". This will bring up the pop-up screen below:

External Org Finder		
Q consulting		
Name		
AAC Consulting Group, Inc.		+
ACTT Consulting LLC		+
ADS Pharma Consulting, LLC		+
ALB Consulting		+
AVAR Consulting, Inc.		+
Prev	1-5 of 202	Next
elected Records		
Name		
ADS Pharma Consulting, LLC		×
	Cancel + Request New External Org	Save

- 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:

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External Professional Activities for Pay	I certify that the provided information is factual and accurate		
Certification & Acknowledgement	0		
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12. This will unlock the "Submit" button. Click on "Submit."

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External Professional Activities for Pay	I certify that the provided information is factual and accurate	
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13.Click "Proceed" to route your disclosure to the Office of Research.

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Sections		ficars
Definitions	X Routing Confirmation	
Disclosure Questions		
External Professional Activities for Pay	testing that the provided information is located and source of the poly sure you want to route your disclosure?	
	Cancel Proceed I agree to the above certifications and acknowledgements.	

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 <u>coi@appstate.edu</u>.