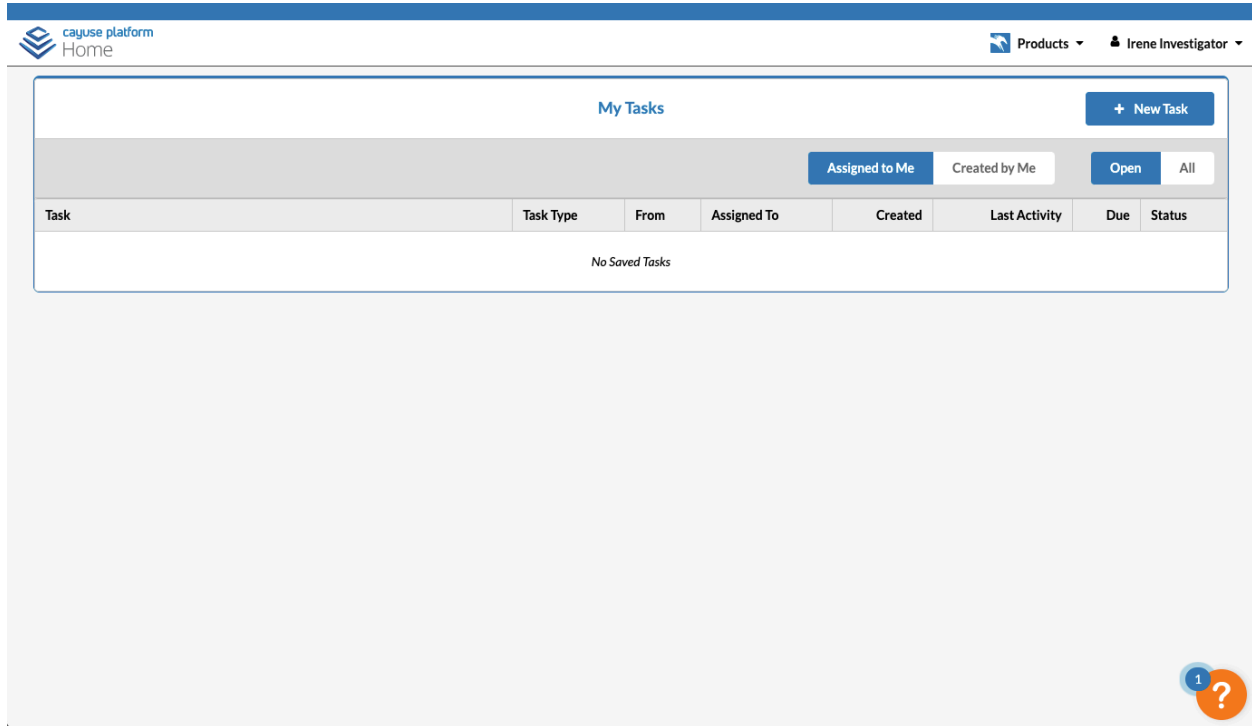


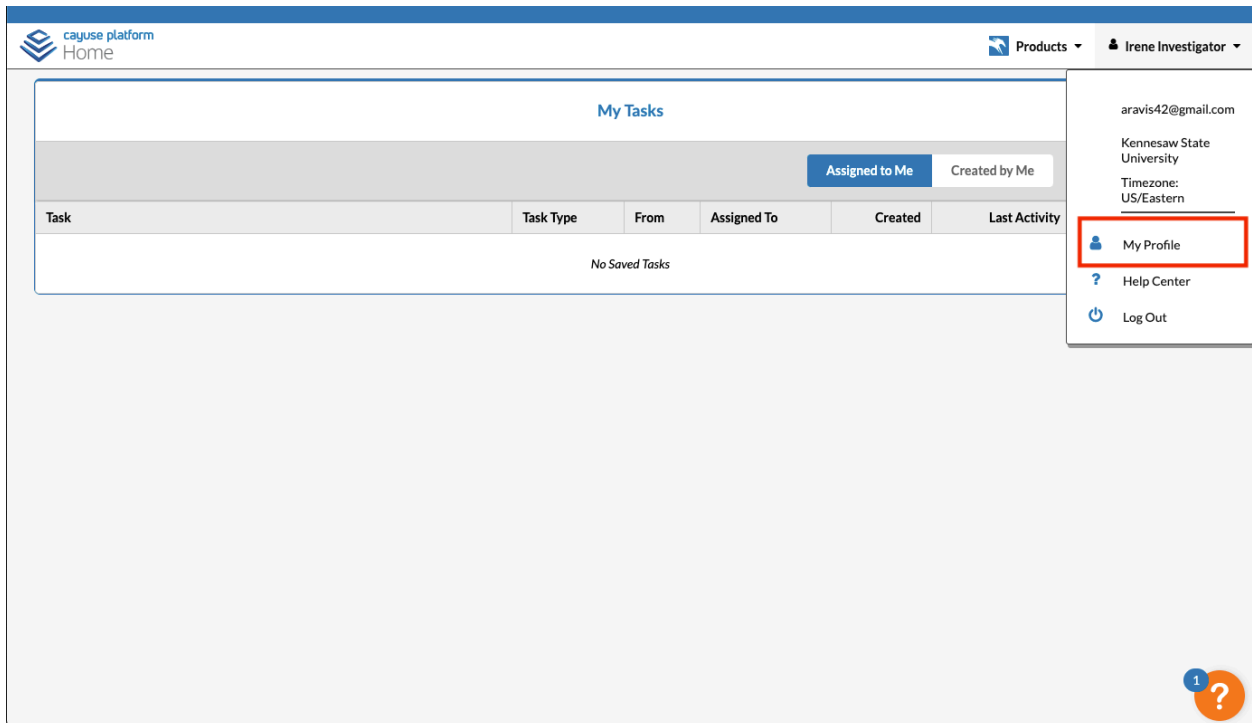


# Cayuse Outside Interests (COI) Disclosure Walkthrough

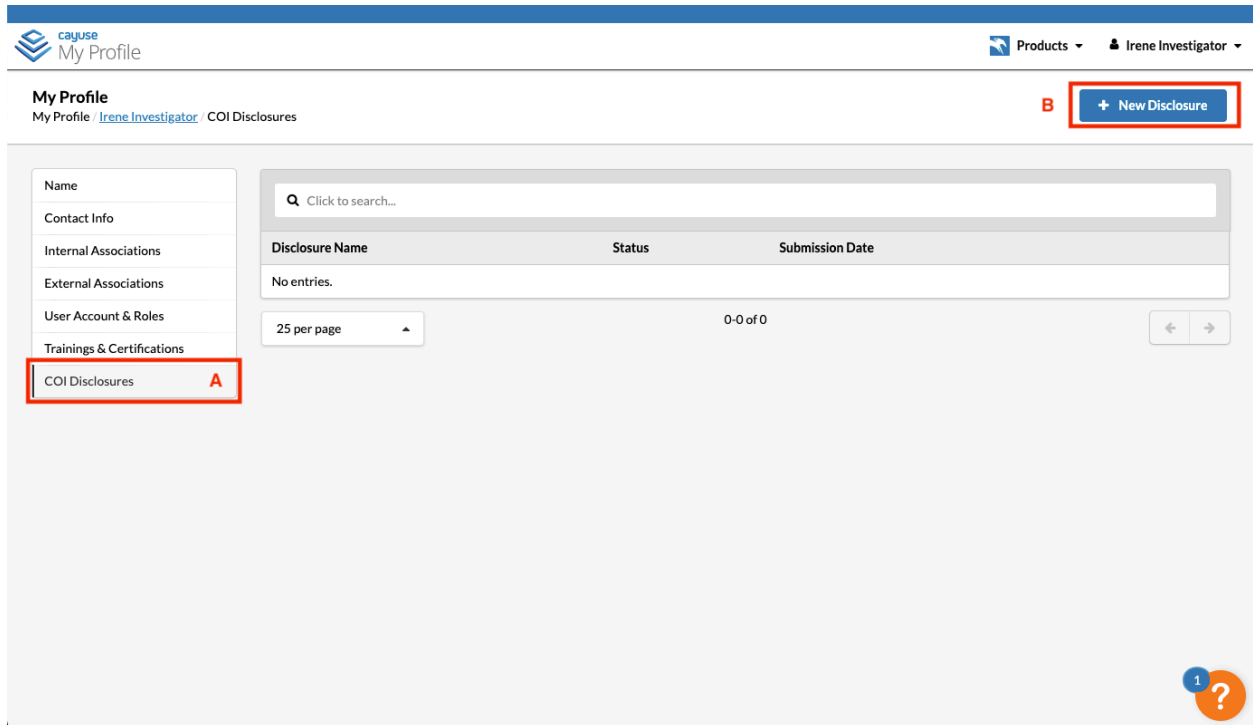
1. Go to <https://kennesaw.app.cayuse.com/> and use your NetID and password to log in to the system. You should see a home page like that below.



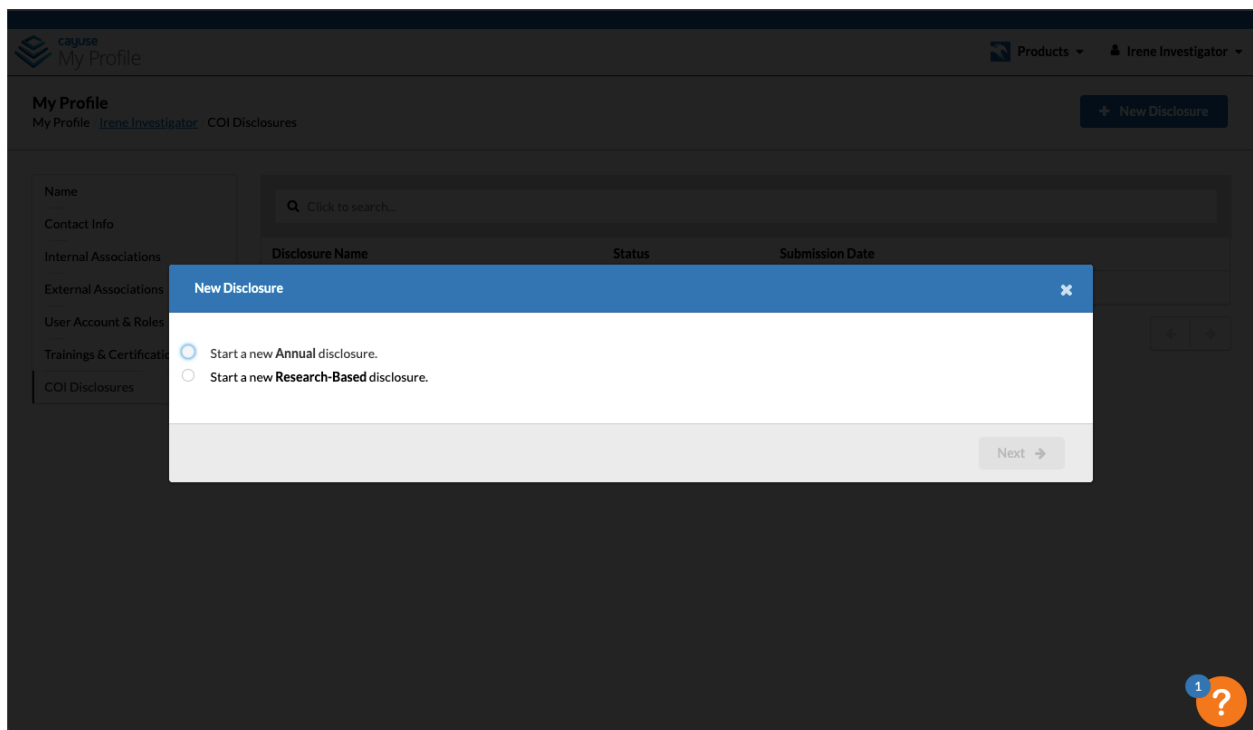
2. Click your name in the upper right, then click "My Profile"



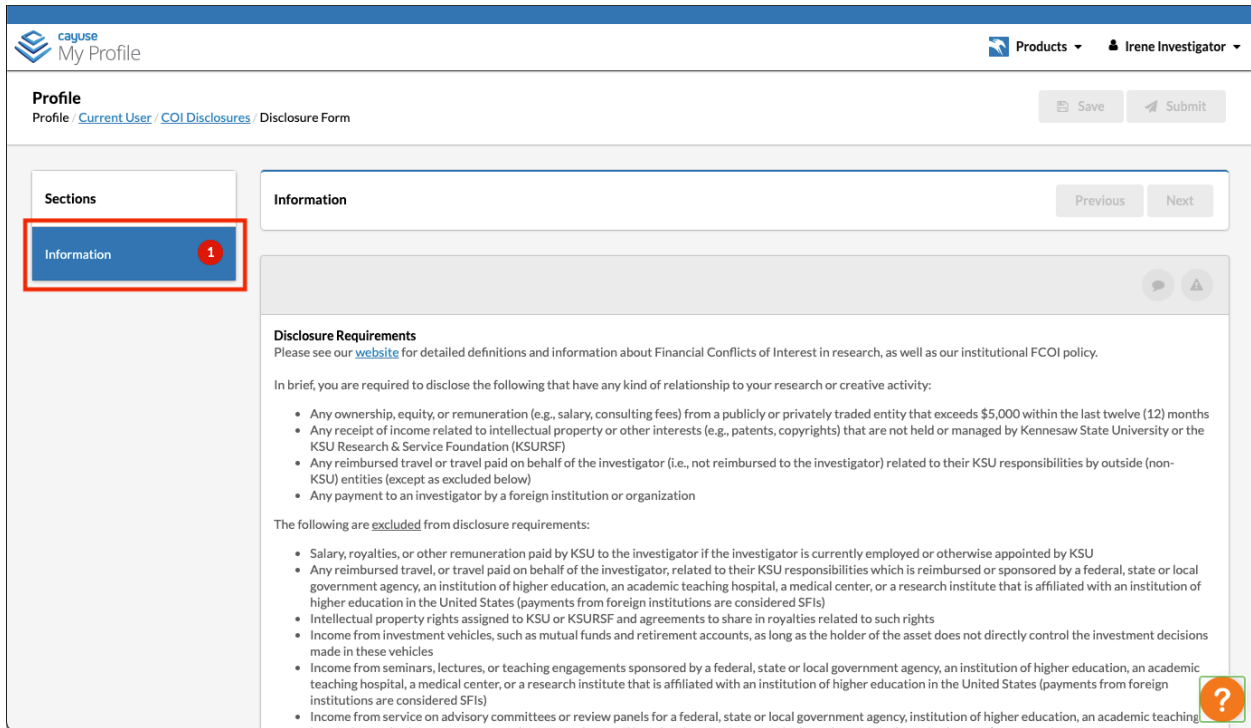
3. Click “COI Disclosures” in the panel on the left (A), then click “New Disclosure” (B).



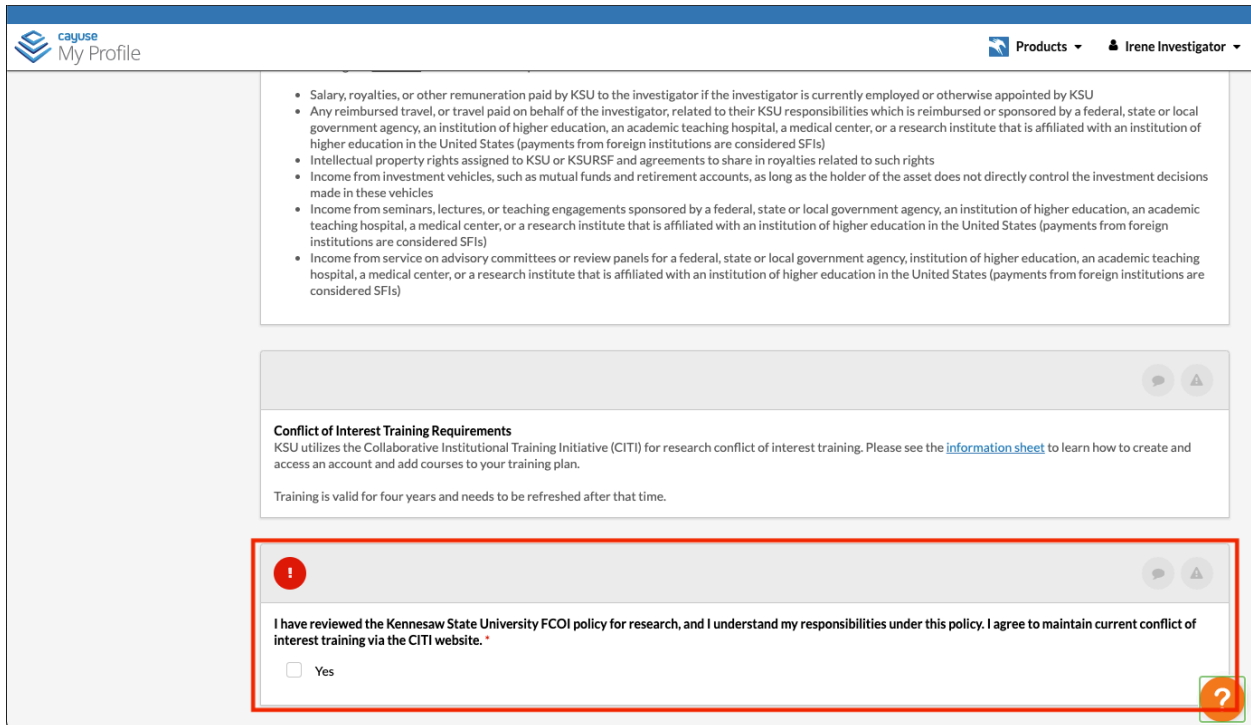
4. Select the type of disclosure you are filing. If you were asked to complete a Research-Based Disclosure, select that option. If you are completing your annual COI update, click “Annual.” Then click “Next.”



5. The first screen that will open will be the Information Screen. The red numbers indicate items need to be completed before moving to the next step.



6. Read the information, then check the acknowledgement box at the bottom.



7. Now you will see a new section in the left menu, “Disclosure(s)” (C). Click the “Next” button at the top right (D).

The screenshot shows the 'Disclosure Form' in the Cayuse My Profile system. The left sidebar contains a 'Sections' menu with 'Information' checked and 'Disclosure(s)' highlighted with a red box and a '4' in a red circle (labeled C). The main content area shows the 'Information' section with a 'Next' button highlighted with a red box (labeled D). The 'Disclosure Requirements' section is visible, including a list of items to disclose and a list of excluded items.

8. Fill out the fields as they apply to you. Your entries will auto-save and you can return at another time to complete your submission.

The screenshot shows the 'Disclosure Form' in the Cayuse My Profile system. The left sidebar contains a 'Sections' menu with 'Disclosure(s)' highlighted with a red box and a '4' in a red circle. The main content area shows the 'Disclosure(s)' section with a 'Next' button. The 'Reason for Completing Disclosure Form' section is visible, with radio buttons for 'Annual disclosure', 'Acquisition of a new significant financial interest', and 'Previously existing, undisclosed significant financial interest'.

9. When you are finished, read and check the box for the attestation at the bottom.

The screenshot shows the 'My Profile' page in the 'cayuse' system. The user is 'Irene Investigator'. The page contains several sections with radio button options for 'Yes' and 'No'. The 'Certification' section is highlighted with a red box and contains the following text: 'Certification \* I certify that I have read KSU's [FCOI policy](#). I also certify that all required information regarding each of my Significant Financial Interests is disclosed in this form and is accurate to the best of my knowledge as of the date of my attestation. Furthermore, I certify that I will submit a new disclosure within 30 days of discovering or acquiring a new SFI.' Below this text is a checked radio button for 'Yes'. At the bottom of the page, there is a 'Submit Form' section with a blue button and a question mark icon.

10. When all required elements are completed, you will see all green check marks in the navigation window on the left (E). At that point, you can submit your disclosure by clicking on "Submit" (F).

The screenshot shows the 'My Profile' page in the 'cayuse' system. The user is 'Irene Investigator'. The page shows the 'Profile' section with a navigation window on the left labeled 'Sections' and a red 'E' next to it. The navigation window contains two items: 'Information' and 'Disclosure(s)', both with green checkmarks. The 'Disclosure(s)' item is highlighted with a blue background. A red box highlights the 'Submit' button in the top right corner. The main content area shows the 'Disclosure(s)' section with a 'Previous' and 'Next' button. Below this is a text area with the following text: 'KSU's FCOI Policy mandates that each Investigator (PI, co-PI, co-Investigator) who is planning to participate in or is participating in sponsor-funded research must submit an annual financial conflict of interest disclosure form to the Office of Research Compliance and, additionally, must submit an updated disclosure form within thirty days of discovering or acquiring (e.g., through purchase, marriage, or inheritance) a new Significant Financial Interest (SFI). Please see KSU's [FCOI policy](#) for guidance.' Below this is a 'Reason for Completing Disclosure Form \*' section with three radio button options: 'Annual disclosure' (selected), 'Acquisition of a new significant financial interest', and 'Previously existing, undisclosed significant financial interest'. At the bottom of the page, there is a question mark icon.

11. Click “Proceed” on the popup, and you are finished! Any submissions with no significant financial interests disclosed will be complete automatically. Any financial disclosures will need to be reviewed according to the FCOI policy for research. You can log out from the profile menu on the top right.

The screenshot shows the 'My Profile' page in the cayuse system. The user is logged in as 'Irene Investigator'. The page has a navigation menu on the left with options: Name, Contact Info, Internal Associations, External Associations, User Account & Roles, Trainings & Certifications, and COI Disclosures (which is selected). The main content area features a search bar and a table of disclosures. The table has columns for Disclosure Name, Status, and Submission Date. There are two entries: 'Annual - 2021' with status 'Unsubmitted' and 'Annual - 2021' with status 'Disclosure Complete' and a submission date of '02/25/2021 12:11 PM'. A 'Modify' button is next to the second entry. Below the table is a pagination control showing '25 per page' and '1-2 of 2'. A 'New Disclosure' button is in the top right. A help icon (question mark) is in the bottom right corner.

Disclosure Name	Status	Submission Date
<a href="#">Annual - 2021</a>	Unsubmitted	
<a href="#">Annual - 2021</a>	Disclosure Complete	02/25/2021 12:11 PM