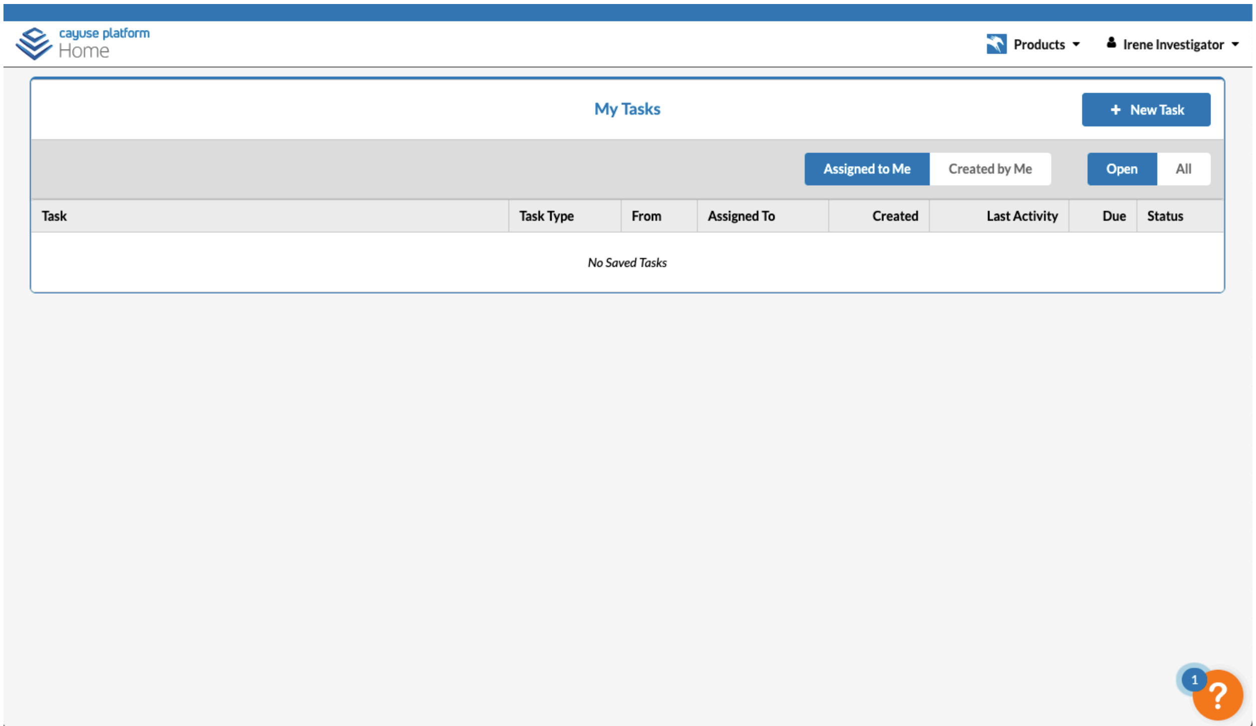
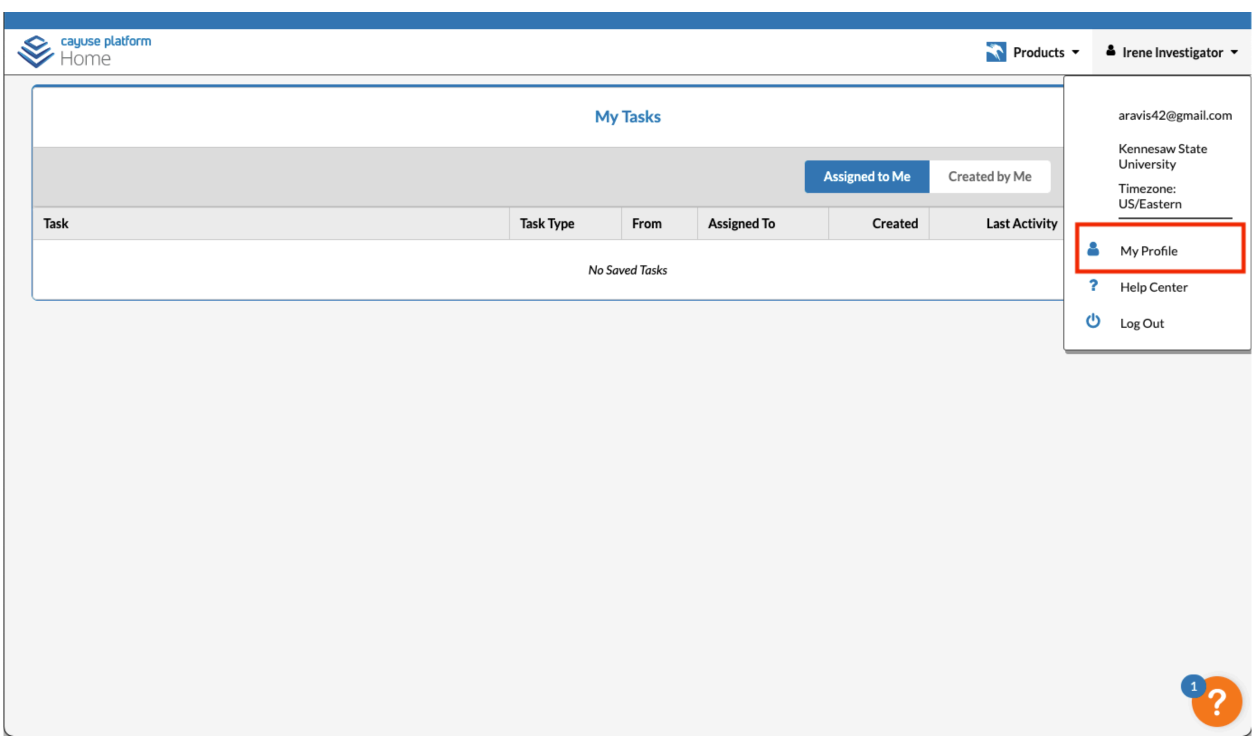
KENNESAW STATE UNIVERSITY
OFFICE OF RESEARCH
Research Compliance

Cayuse Outside Interests (COI) Disclosure Walkthrough

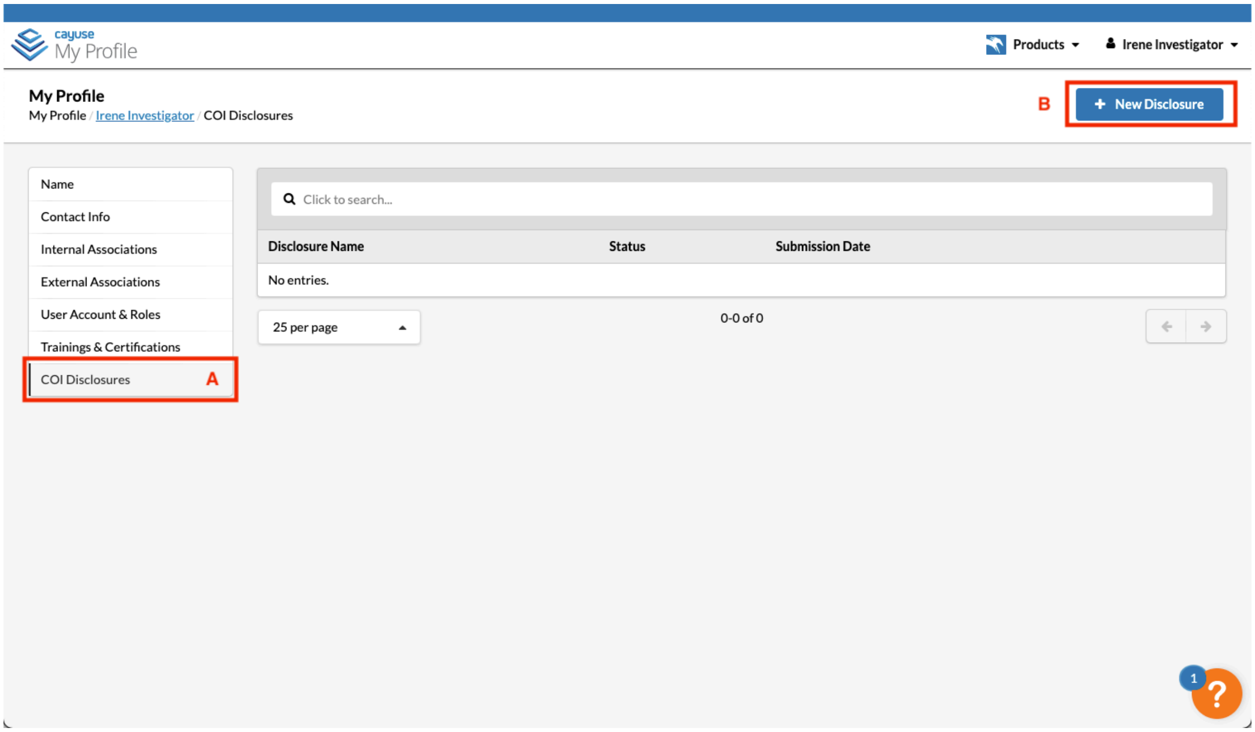
1. Go to https://kennesaw.app.cayuse.com/ and use your NetID and password to log in to the system. You should see a home page like that below.



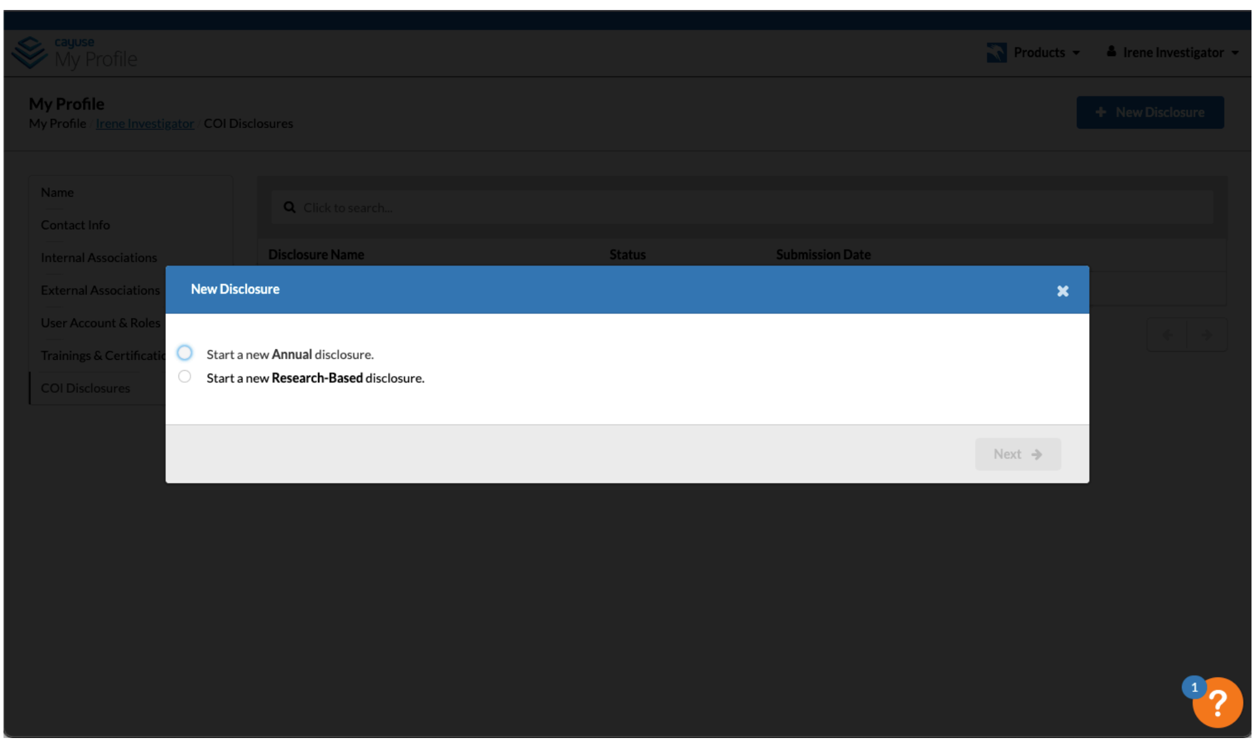
2. Click your name in the upper right, then click “My Profile”



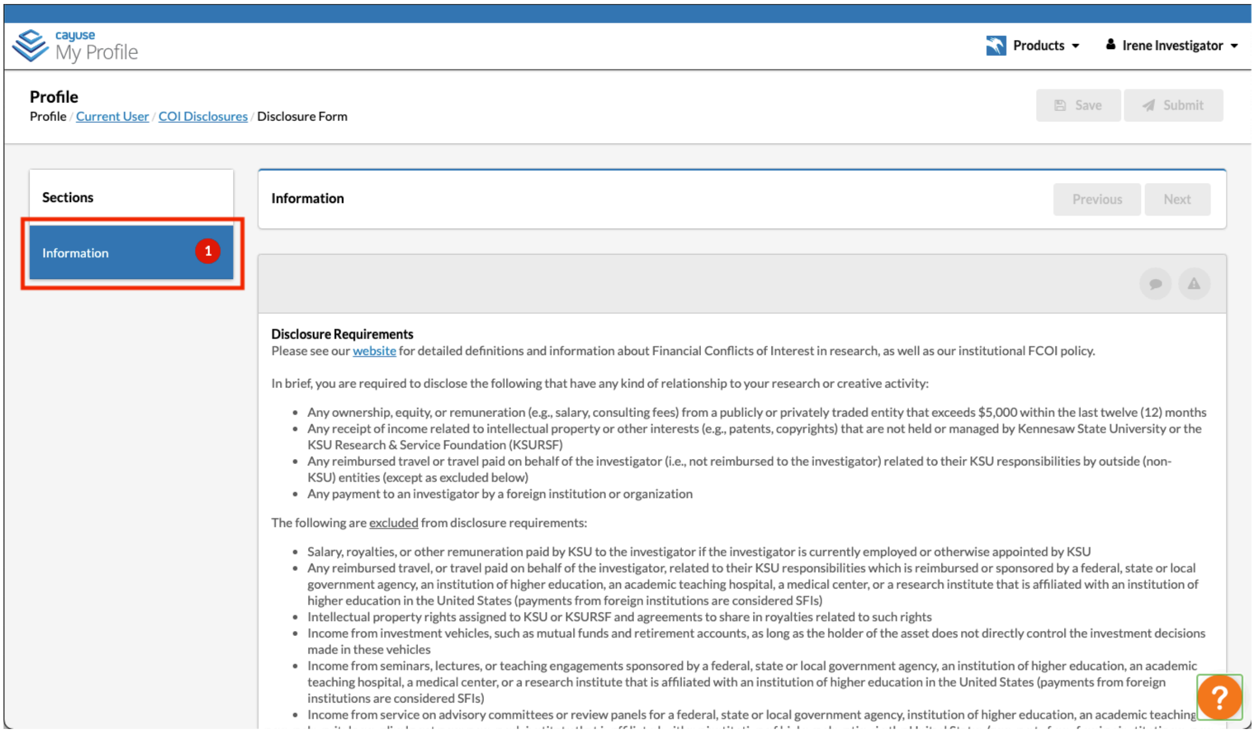
3. Click “COI Disclosures” in the panel on the left (A), then click “New Disclosure” (B).



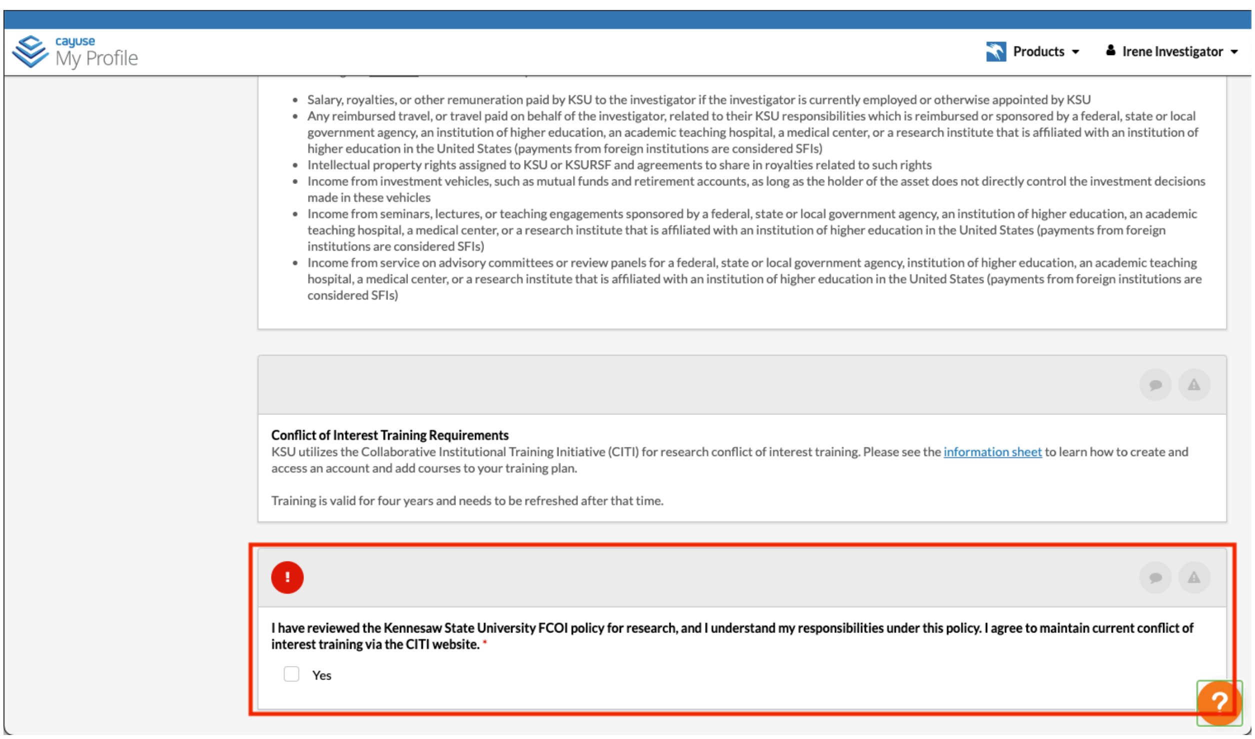
4. Select the type of disclosure you are filing. If you were asked to complete a Research-Based Disclosure, select that option. If you are completing your annual COI update, click “Annual.” Then click “Next.”



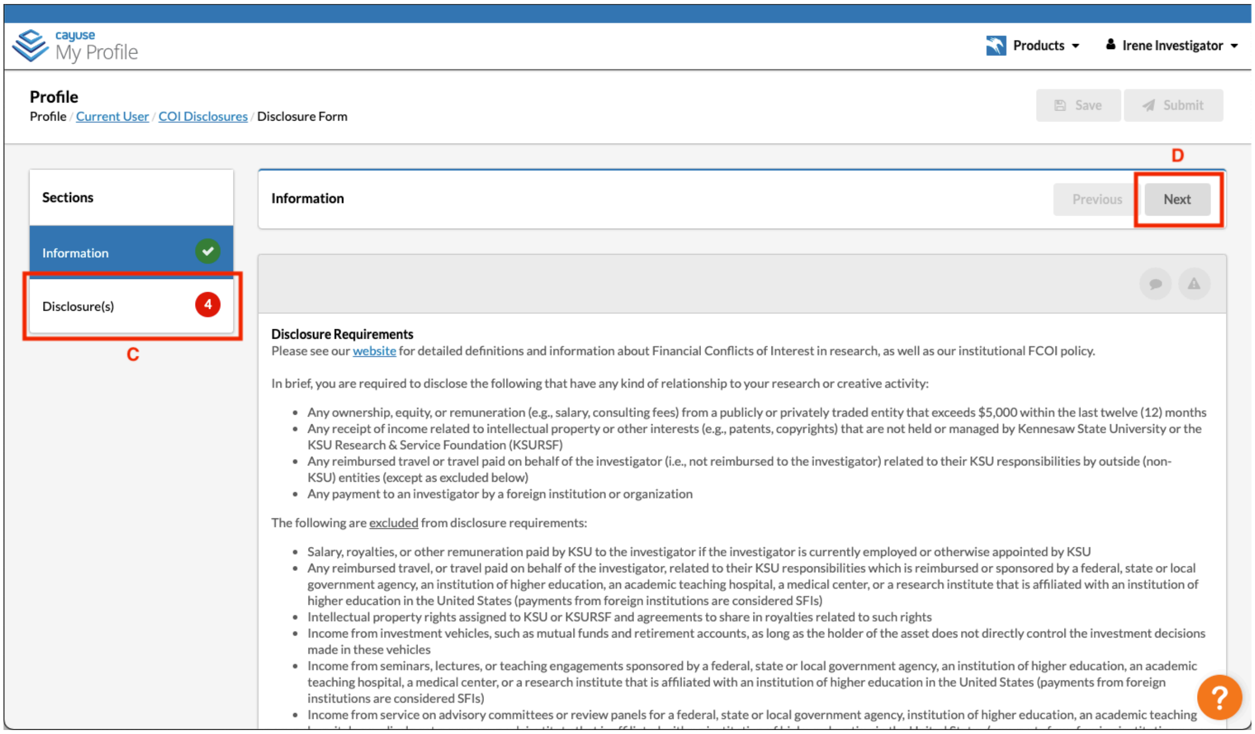
5. The first screen that will open will be the Information Screen. The red numbers indicate items need to be completed before moving to the next step.



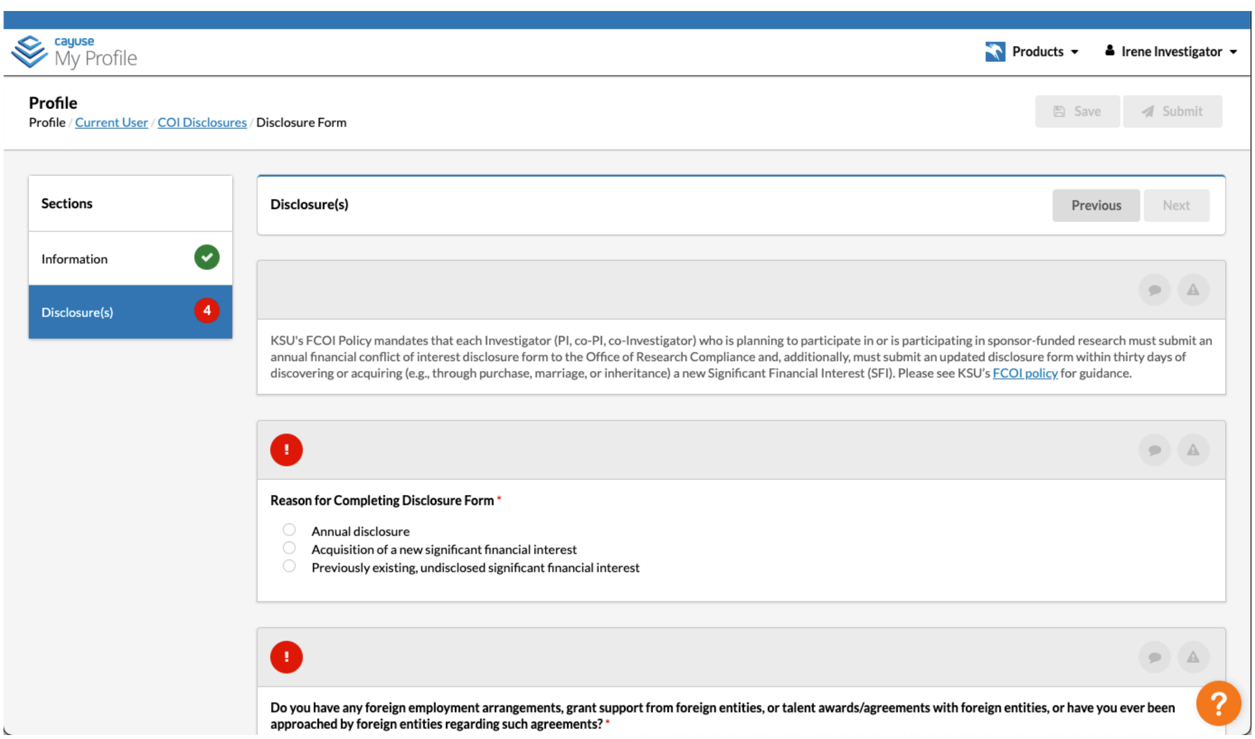
6. Read the information, then check the acknowledgement box at the bottom.



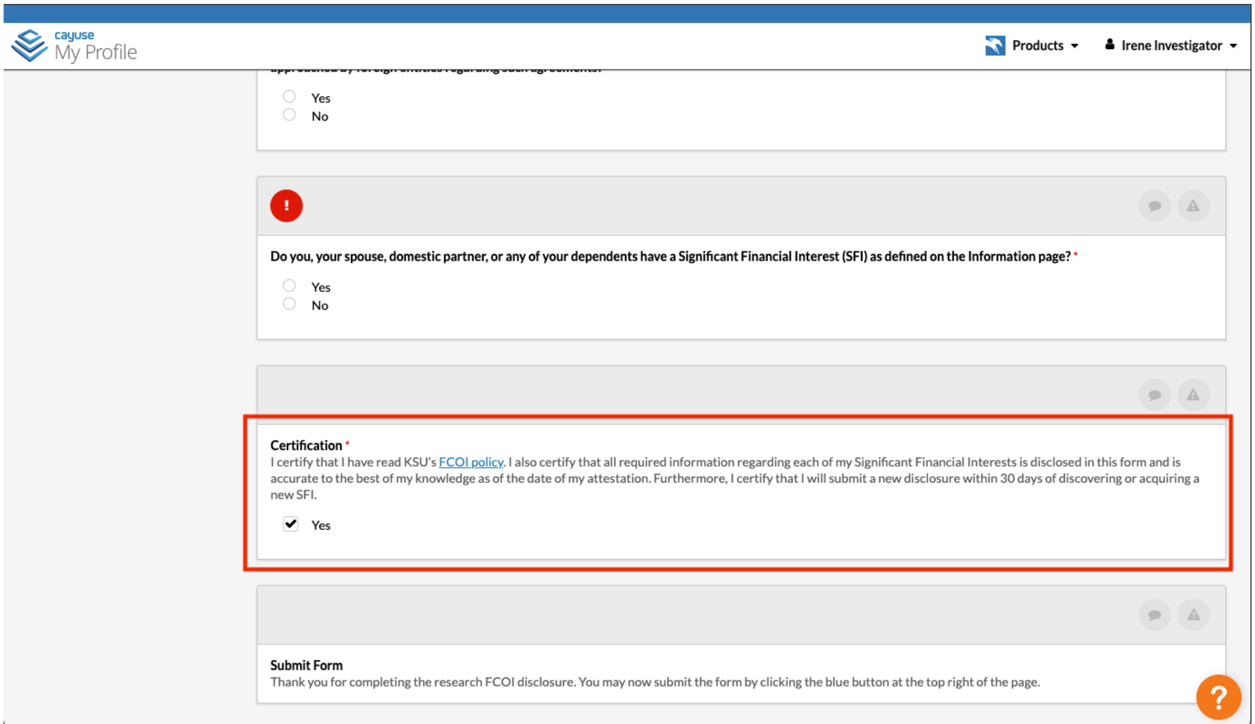
7. Now you will see a new section in the left menu, “Disclosure(s)” (C). Click the “Next” button at the top right (D).



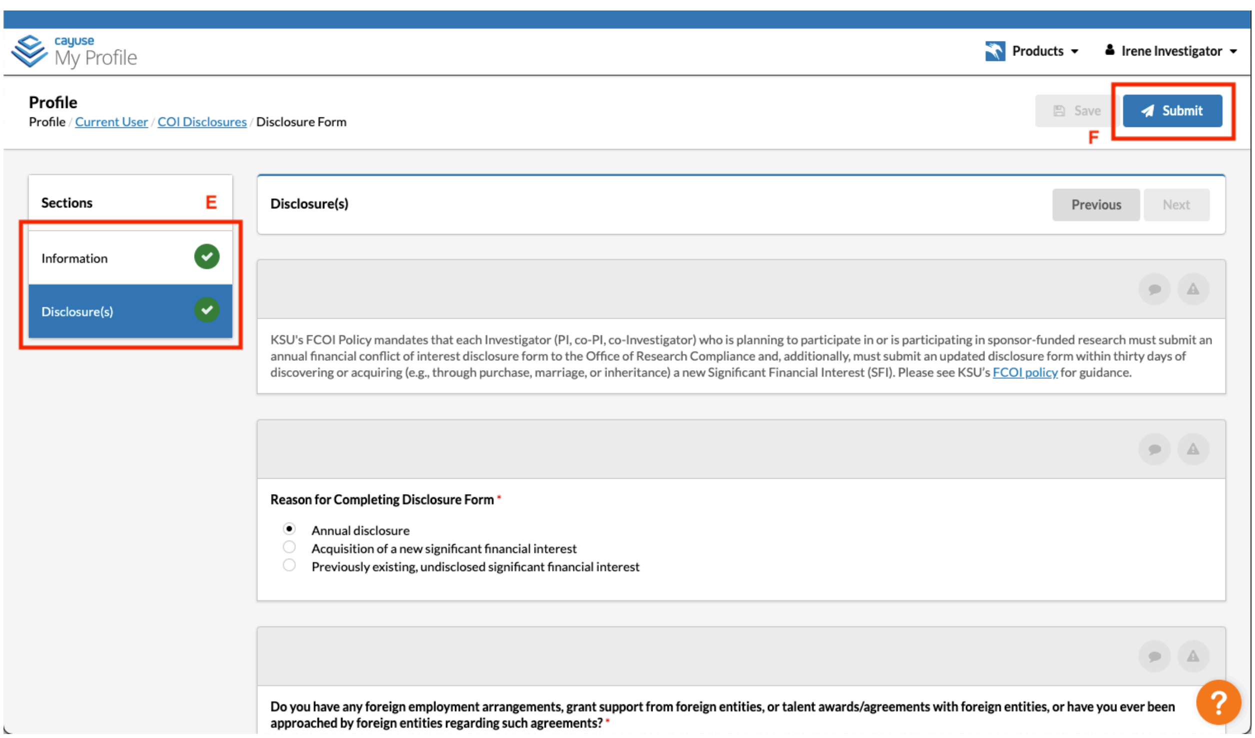
8. Fill out the fields as they apply to you. Your entries will auto-save and you can return at another time to complete your submission.



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



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).



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.