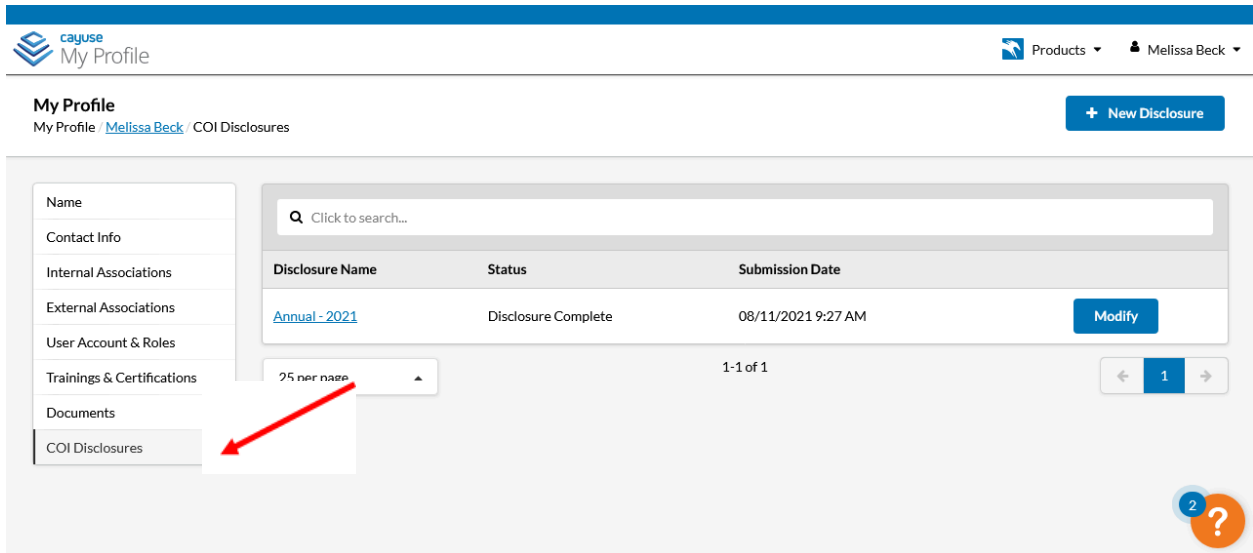


Step-by-Step Instructions for Submitting Your Annual COI Disclosure

Due each year by September 30th

When you login to the system, you will land on the [Cayuse Outside](#) Interests homepage. Click **“COI Disclosures”** on the bottom left-hand side of the screen



The screenshot shows the 'My Profile' page in the Cayuse system. The user is logged in as Melissa Beck. The page has a navigation menu on the left with options: Name, Contact Info, Internal Associations, External Associations, User Account & Roles, Trainings & Certifications, Documents, and COI Disclosures. The 'COI Disclosures' option is highlighted with a red arrow. The main content area shows a search bar and a table of disclosures. The table has columns for Disclosure Name, Status, and Submission Date. One disclosure is listed: 'Annual - 2021' with a status of 'Disclosure Complete' and a submission date of '08/11/2021 9:27 AM'. There is a 'Modify' button next to the disclosure. The page also includes a '+ New Disclosure' button in the top right corner and a pagination control showing '1' of 1 items.

Start by Going to the [Cayuse Outside Interests](#) page and click on the **Outside Interest** Login (located next to the horse icon). Once you're logged in, follow the steps below:

Click the **“New Disclosure”** button on the top right

[+ New Disclosure](#)

Click the disclosure type – **Annual Disclosure** (Not Research-Based)

Follow the instructions for completing the disclosure. Once a section is complete, click the “next” button to navigate to the next section

All Changes Save Automatically

Sections

- General Information: ✓
- Disclosure Questions: 2
- Certification: 2

Disclosure Questions

Previous Next

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.

Your Classification*

Please select your employee classification below.

- Faculty
- Senior Academic and Administrative Officer (SAAO)
- Exempt Professional Staff (EPS)
- Senior/Key personnel paid by a sponsored research award and engaged in the design, conduct, or reporting of the sponsored research
- Individual Required via sponsored project award terms

Field must not be empty

Once a section is complete, a green checkmark will appear next to the section name

All Changes Save Automatically

Sections

- General Information: ✓
- Disclosure Questions: ✓
- Certification: 2

Disclosure Questions

Previous Next

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.

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Please select your employee classification below.

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When the disclosure form is complete, you'll need to certify the disclosure

The screenshot shows the 'Certification' section of a disclosure form. On the left, a sidebar lists 'General Information:', 'Disclosure Questions', and 'Certification' with a red arrow pointing to the 'Certification' item. The main content area has a blue header with 'Certification' and 'All Changes Save Automatically' on the right. Below the header are two text boxes. The first text box contains the text: 'I will complete a Notice of Intent (NOI) at least 10 days prior to beginning an external professional activity that is related to the responsibilities for which I am hired at UNCG. The information disclosed on any Notice of Intent forms I have submitted is consistent with the Board of Governors' policy on Conflict of Interest and Commitment (Section 300.2.2 of the UNC Policy Manual).' Below this text is a checkbox labeled 'I agree to the above certification and acknowledgement' with a red arrow pointing to it. The second text box contains the text: 'I certify that I have provided all information related to my potential conflicts of interests or the perception of such conflicts of interest and that the information provided is factual and accurate. I understand that it is my responsibility to update this form within 30 days of any change.' Below this text is another checkbox labeled 'I agree to the above certification and acknowledgement' with a red arrow pointing to it. At the top right of the form, there are 'Previous' and 'Next' buttons.

Once certified, click "submit"

This screenshot is similar to the previous one, but the 'Certification' item in the sidebar now has a green checkmark. The checkboxes in the main content area are also checked. At the top right, a red arrow points to the 'Submit' button. The 'Previous' button is also visible.

Click "proceed" to submit the disclosure for review

The screenshot shows a 'Routing Confirmation' dialog box with a dark background. It contains the text: 'I certify that I have provided all information related to my potential conflicts of interests or the perception of such conflicts of interest and that the information provided is factual and accurate.' Below this is a checked checkbox labeled 'I agree to the above certifications and acknowledgements'. A white paper airplane icon is positioned to the left of the question: 'Are you sure you want to route your disclosure?'. At the bottom, there are two buttons: 'Cancel' and 'Proceed', with a red arrow pointing to the 'Proceed' button.

The submitted disclosure will then appear on your COI Disclosure page

- Name
- Contact Info
- Internal Associations
- External Associations
- User Account & Roles
- Trainings & Certifications
- Documents
- COI Disclosures

Q Click to search...

Disclosure Name	Status	Submission Date	
Annual - 2021	Disclosure Complete	06/16/2021 3:52 PM	
Annual - 2021	Under Pre-Review	06/10/2021 12:55 PM	
Annual - 2021	Under Pre-Review	06/10/2021 12:52 PM	
Research-Based Disclosure	Disclosure Complete	06/10/2021 12:39 PM	Modify
Research-Based Disclosure	Disclosure Complete	06/10/2021 12:37 PM	Modify
Annual - 2021	Under Pre-Review	04/29/2021 12:28 PM	
Annual - 2021	Disclosure Complete	04/22/2021 12:47 PM	

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