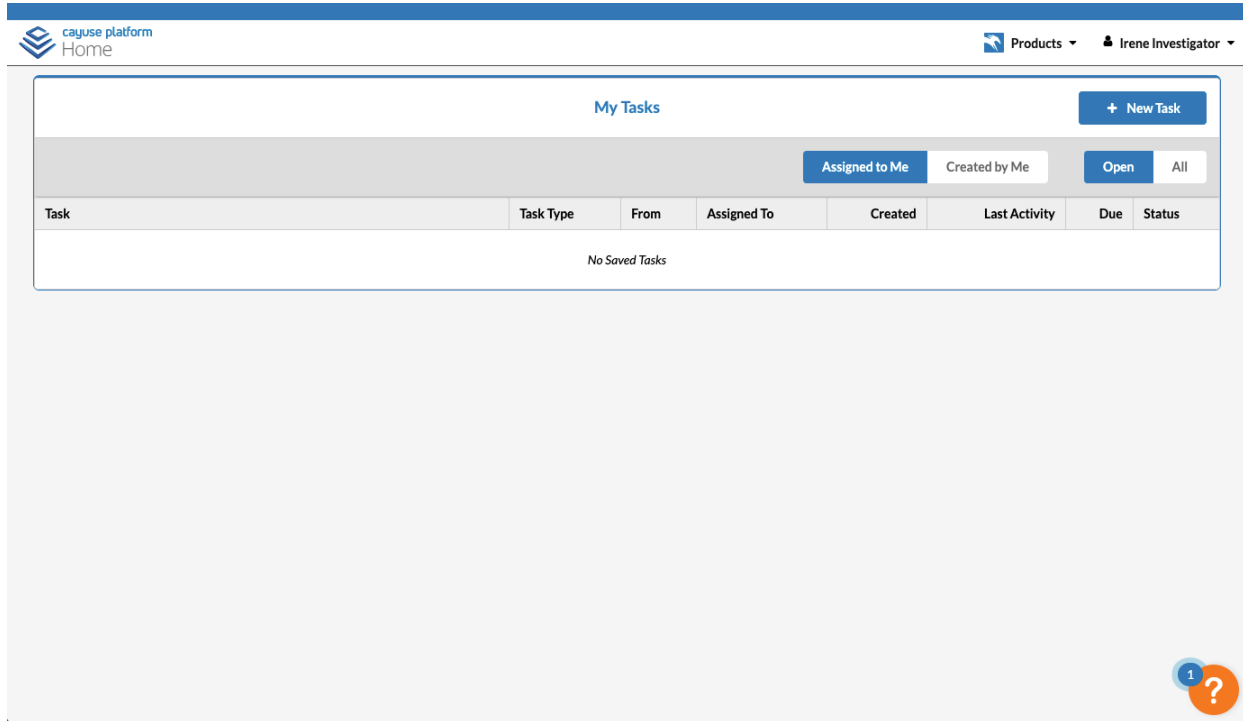
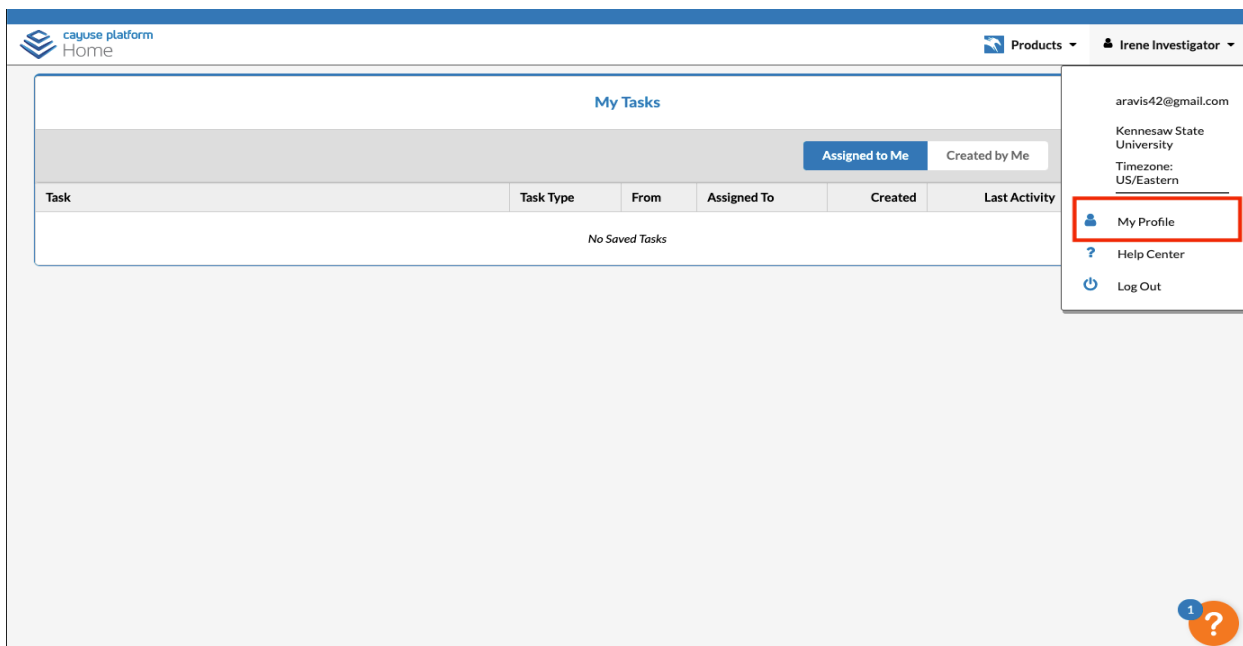


Cayuse Outside Interests (COI) Disclosure User Guide

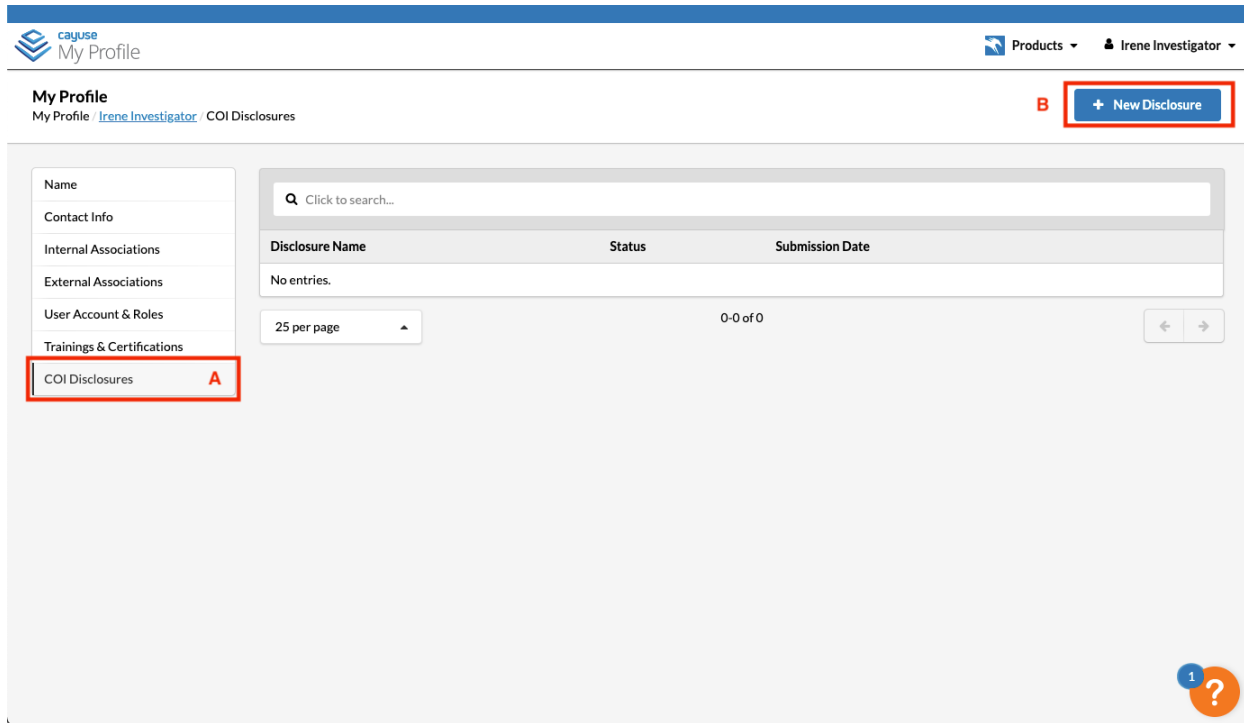
1. Go to <https://nova.app.cayuse.com/> and use your SSO credentials to log in to the system. You should see a home page like that below.



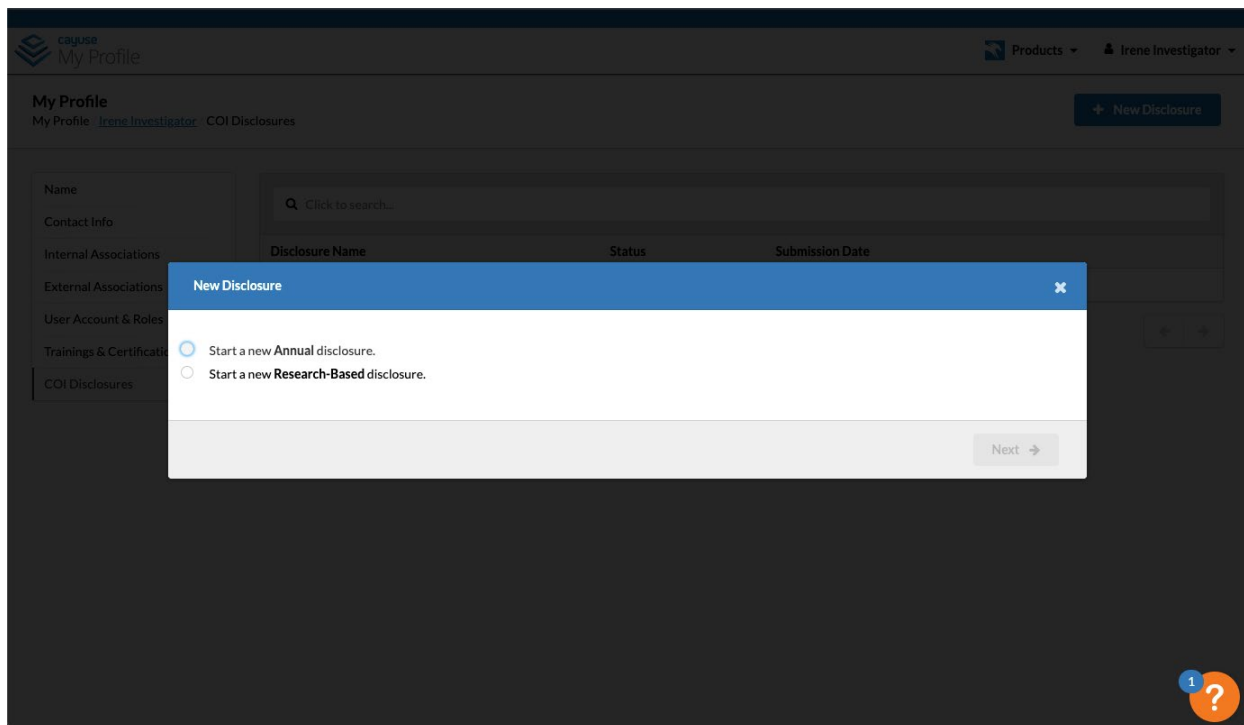
2. Click your name in the upper right, then click "My Profile"



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 Annual Disclosure, 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.

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Save Submit

Sections

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Instructions:
Reference: [OSP Policy No. 16](#) - Policy on Financial Conflict of Interest in Sponsored Projects

All Study Team members are required to complete a research based/project based Financial Interest Disclosure form. Study Team members must disclose all their Significant Financial Interests and/or those of their Family Members that reasonably appear to be related to the individual's institutional responsibilities to the Division of Research & Economic Development according to the process defined in OSP Policy No. 16 - Policy on Financial Conflict of Interest in Sponsored Programs. Prior to submitting this form, for proposals involving work with sub-awardees, subcontractors, and/or work at multiple sites, the PI should consult OSP Policy No.16 for the process of disclosure.

Each Study Team member (i.e., Investigator) has an ongoing responsibility to disclose Financial Interests/Obligations/Proprietary Interests related to the Investigator's institutional responsibilities prior to proposal submission and during the life of the award. This form must be used for this purpose. For active

6. Read the instructions, enter the type of disclosure, your project role, and your CITI Conflict of Interest training expiration date (for annual disclosure only). Then click “Next” on the top right of the form or click on the “Definitions” tab on the left.

My Profile Products Irene Investigator

Type of Disclosure *

- Annual Disclosure
- Updated Annual Disclosure

What is your role on this project? *

- Principal Investigator
- Co-Principal Investigator
- Investigator
- Other Significant Contributor (NSU employee)
- External Collaborator (non-NSU employee)

Provide the expiration date of your completed CITI Conflict of Interest module. *
The Policy on Financial Conflict of Interest in Sponsored Projects requires that members of a study team to whom the policy applies (see Section II of the policy) participate in FCOI training prior to engaging in any sponsored program funded by the [Public Health Service](#), the National Science Foundation, or any other governmental agency if the agency has

- After reading the Definitions section, click “Next” on the top right of the form or click on the “Declaration of Financial Interests” tab on the left. Complete all required questions. Your entries will auto-save and you can return at another time to complete your submission. Note you will not be able to move forward or submit your form if you do not answer all the questions.

Profile
 Profile [Irene Investigator](#) / [COI Disclosures](#) Disclosure Form

Save Submit

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Declaration of Financial Interest/Obligation/Proprietary Interests: Previous Next

NSU requires declaration and disclosure of significant financial interests, obligations and proprietary interests, both foreign and domestic, that currently exist or have existed during the previous 12 months that reasonably appear to be related to the Investigator's institutional responsibilities. You are completing this form on your behalf of yourself, your spouse, domestic partners, and dependent children. In completing this form, please be sure to reference [Policy No. 16 - Policy on Financial Conflict of Interest in Sponsored Projects](#) and the definitions set forth in the next section of this form.

NOTE: Income and sponsored travel from any and all Foreign (non-U.S.) Outside Entities must be reported, including from foreign academic institutions of higher education and any affiliated research institutes; foreign academic teaching hospitals or medical centers; foreign governments (including local, provincial, or equivalent foreign governments or foreign government agencies); and any other foreign entities.

- If “Yes” is marked on any question, a new set of Significant Financial Disclosure (SFI) questions will appear that must be completed. First you will have to select “Add New Relationship.” Then click on “Find external organization” to select the organization to which you have a SFI with. Complete the accompanying questions. Please make sure to provide as much detail as possible so that your form is not returned to you.

Income or Equity Interest in Publicly Traded Entity

Select Organization * Delete Relationship

No external organization selected. [Find external organization.](#)

1. Indicate the type of interest (select all that apply): *

- Income/remuneration
- Equity
- Managerial

2. Briefly describe the nature of your interest (including interests of your spouse, domestic partner, and/or dependent children) with this entity.

3. Briefly describe how your interest with this entity relates to your institutional responsibilities.

4. Briefly describe the nature of the entity's involvement with your project(s).

Add New Relationship

9. After completing the “Declaration of Financial Interests” section, click “Next” on the top right of the form or click on the “Certification and Submission” tab on the left. Next, read and “Accept” the attestation statements. Once all required elements are completed, you will see all green check marks in the navigation window on the left. You can now click “Submit” on the top right of the form. Click “Proceed” on the popup, and you are finished!

cajuse
My Profile

Profile Irene Investigator COIDisclosures Disclosure Form

Products Irene Investigator

Sections

- General Information ✓
- Definitions ✓
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- Certification and Submission ✓**

Certification and Submission

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I certify that I have read Policy #16 titled Financial Conflict of Interest in Sponsored Programs, completed the required CITI training module, and that all the information contained in this form is complete and true to the best of my knowledge. *

- Accept

I acknowledge the requirement that I submit an updated form promptly but no later than 30 days after the acquisition or discovery of ANY new financial interest. *

- Accept

3 ?