



User Guide: How to Complete an Annual Disclosure in Cayuse

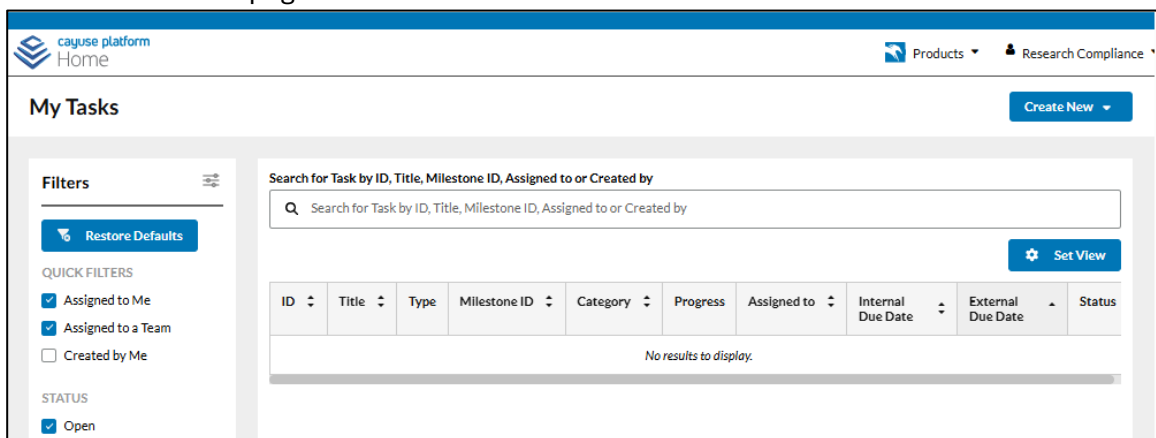
About the Annual Disclosure

An Annual Disclosure is a blanket disclosure form that is not tied to a specific project. This form is required for 1) any investigator who is involved in the design, conduct, or reporting of a federally funded research program, or 2) anyone who has a Significant Financial Interest (SFI) in an entity that overlaps with their external funding, regardless of if it is federal or not.

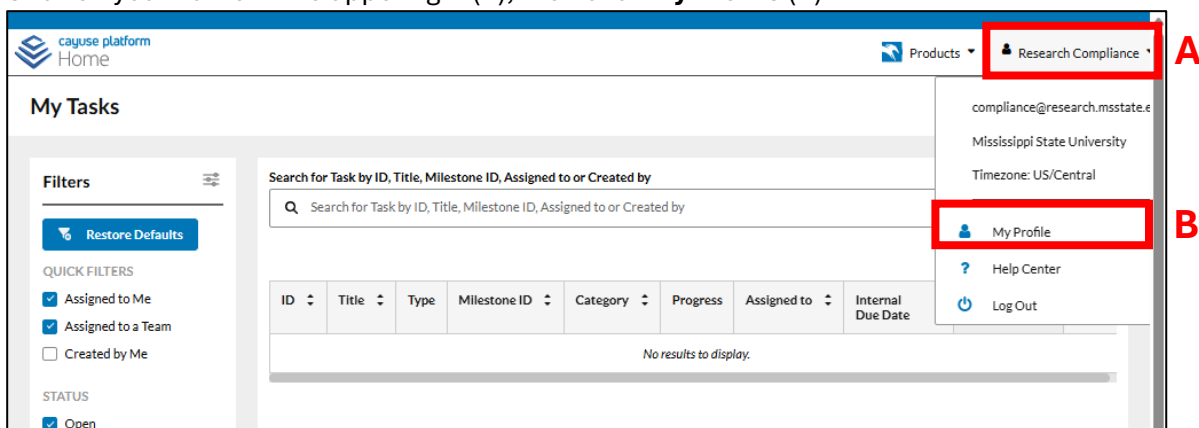
Annual Disclosures must be renewed each year while the investigator continues to meet either of the requirements above. Once an Annual Disclosure is on file, the investigator must update it annually and within thirty (30) days of acquiring a new SFI.

Annual Disclosure Instructions

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



2. Click on your name in the upper right (A), then click **My Profile** (B).



3. Click on **COI Disclosures** in the panel on the left (A), then click **+New Disclosure** (B) in the upper right.

The screenshot shows the 'My Profile' page with a sidebar on the left containing a list of navigation items: Name, Contact Info, Internal Associations, External Associations, User Account & Roles, Trainings & Certifications, Documents, and COI Disclosures. The 'COI Disclosures' item is highlighted with a red box and labeled 'A'. In the top right corner, there is a blue button with a white plus sign and the text '+ New Disclosure', which is also highlighted with a red box and labeled 'B'. The main content area shows a search bar, a table with columns 'Disclosure Name', 'Status', and 'Submission Date', and a message 'No entries.'.

4. A small window will appear; select **Start a new Annual Disclosure**, then click the **Next** button.

The screenshot shows a 'New Disclosure' modal window with a blue header and a close button. It contains two radio button options: 'Start a new Annual disclosure.' and 'Start a new Research-Based disclosure.'. The first option is selected and highlighted with a red box. At the bottom right of the modal, there is a blue button with the text 'Next' and a right-pointing arrow, which is also highlighted with a red box.

5. The Annual Disclosure includes several sections listed on the left side of the screen (A). Red numbers next to a section indicate questions or items that must be completed before you can move to the next section. This is a dynamic form, so additional questions may appear based on your responses.

Section 1: FCOI Policy & Training

For this section, review MSU Operating Policy 70.09 and the definitions provided. After reviewing the information, select the **acknowledgement box** (B) at the bottom of the page. Once selected, the red number next to the FCOI Policy & Training section will change to a green checkmark, indicating that you may proceed. Click the **Next** button (C) to continue to the next section.

A

B

C

The screenshot displays the MSU Outside Interests disclosure form. On the left, a sidebar (A) lists sections: FCOI Policy & Training (green checkmark), Remuneration (1), Equity Interests (1), Venture Capital (1), Travel (1), Intellectual Property (1), Fiduciary Roles (1), Malign Foreign Talent Recruitment Program (1), and Certification (3). The main content area is titled 'FCOI Policy & Training' and includes MSU Operating Policy 70.09, definitions of Significant Financial Interest (SFI) and Institutional Responsibilities, and an Acknowledgment box (B) which is checked. The Acknowledgment box text reads: 'I acknowledge the FCOI disclosure and training requirements set forth in OP 70.09.' In the top right corner, the 'Next' button (C) is highlighted in red. Below the Acknowledgment box, a scroll instruction reads: 'Scroll up to the top of the page and click the NEXT button in the upper right corner to continue.'

6. Section 2: Remuneration

This section asks one required question: *In the past 12 months, have you, your spouse/domestic partner, or your dependent children received \$5,000 or more in remuneration from an outside organization that is related or reasonably appears to be related to your Institutional Responsibilities at MSU?*

If you have nothing to disclose, select **No** and click the **Next** button in the upper right to move on to the next section.

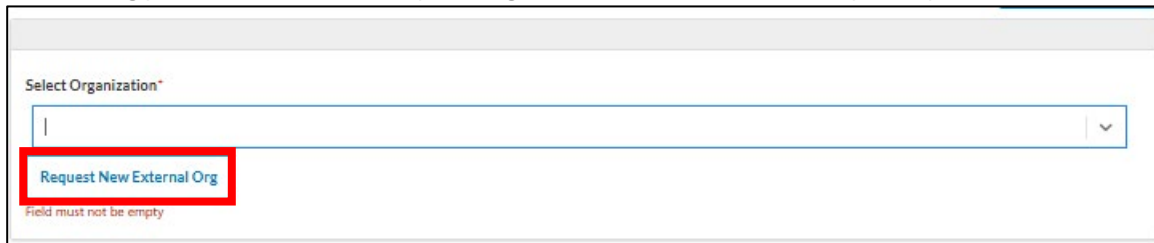
If you have remuneration to disclose, select **Yes**. This will prompt additional questions.

The screenshot shows the 'Outside Interests' form, specifically the 'Remuneration' section. On the left, a sidebar lists sections: FCOI Policy & Training (checked), Remuneration (highlighted with a red '1'), Equity Interests (1), Venture Capital (1), Travel (1), Intellectual Property (1), Fiduciary Roles (1), Malign Foreign Talent Recruitment Program (1), and Certification (3). The main content area is titled 'Remuneration' and includes a 'Previous' and 'Next' button. Below this, there are definitions for 'Institutional Responsibilities' and 'Remuneration'. The primary question is: 'In the past 12 months, have you, your spouse/domestic partner, or your dependent children received \$5,000 or more in remuneration from an outside organization that is related or reasonably appears to be related to your Institutional Responsibilities at MSU?'. Below the question, it states 'You DO NOT need to disclose the following:' followed by a list of exclusions. The 'Yes' radio button is selected and highlighted with a red box. At the bottom, there is a 'Next' button and a note to scroll up and click 'NEXT' in the upper right corner to continue.

In disclosing your remuneration, the first step is to identify the organization that provided the remuneration by clicking the **Add New Relationship** button.

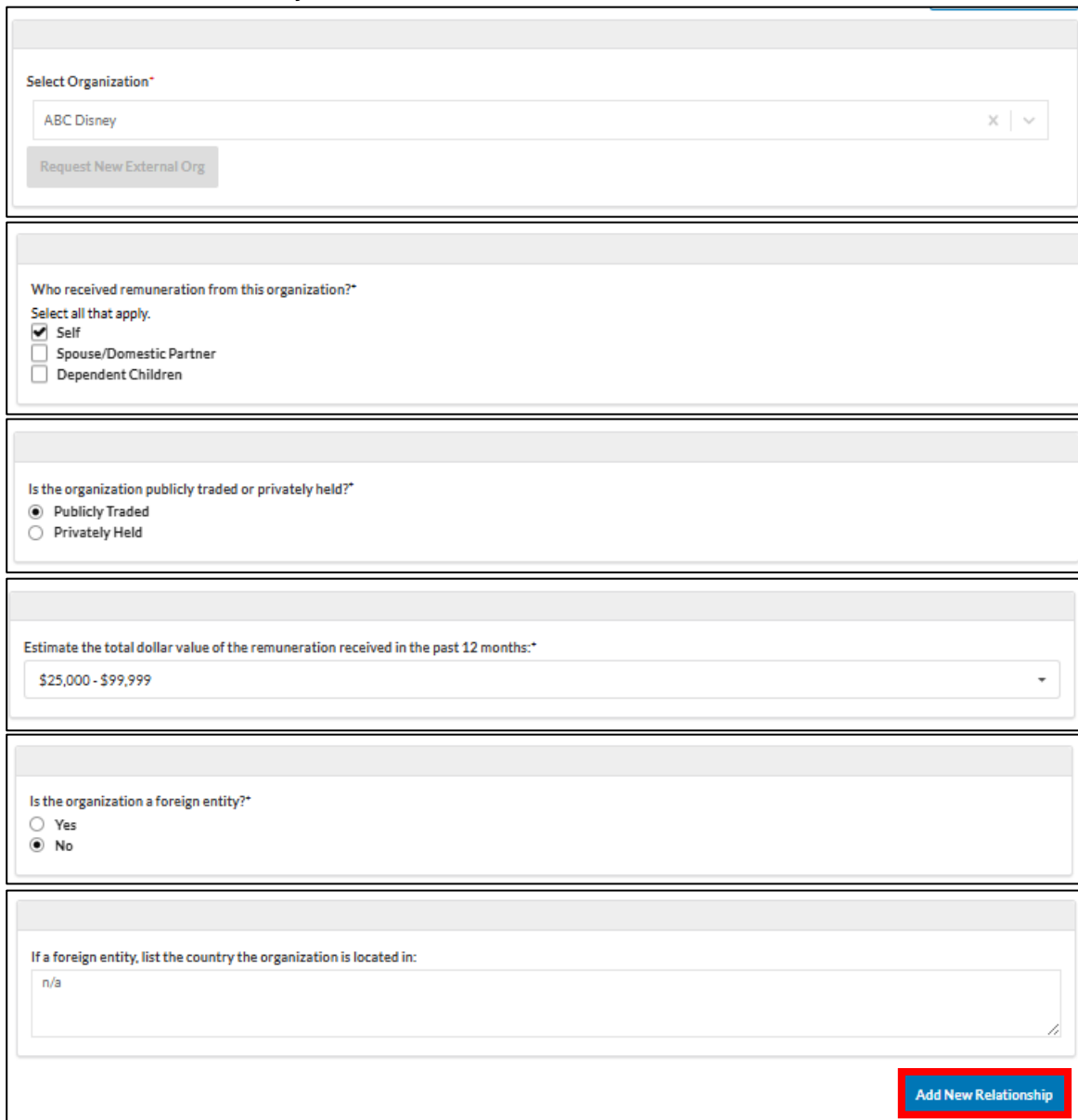
This screenshot shows a text input field with the placeholder text 'No entries.' and a red error message 'Field must not be empty' below it. To the right of the input field is a red button labeled 'Add New Relationship'.

Enter the organization's name in the box. If the organization is already in the Cayuse system, it will appear as you type. If it is not listed, click **Request New External Org**, enter the organization's name, and a Cayuse administrator will get it added to the system. (Note: You may continue completing and submitting your disclosure while your organization is under review by a Cayuse administrator.)



This screenshot shows the 'Select Organization' dropdown menu. The text 'Select Organization*' is at the top. Below it is a search bar with a vertical cursor. At the bottom of the dropdown, the button 'Request New External Org' is highlighted with a red rectangle. Below the button, the text 'Field must not be empty' is visible in red.

After selecting the organization for your remuneration, answer the set of questions as they relate to that organization. For example, if you select ABC Disney, respond to the questions based on remuneration received from ABC Disney.



This block contains six screenshots of the form steps for reporting remuneration for 'ABC Disney':

- Step 1:** The 'Select Organization' dropdown now shows 'ABC Disney' selected. The 'Request New External Org' button is still visible below it.
- Step 2:** The question 'Who received remuneration from this organization?*' is shown. Below it, the instruction 'Select all that apply.' is followed by three checkboxes: 'Self' (checked), 'Spouse/Domestic Partner' (unchecked), and 'Dependent Children' (unchecked).
- Step 3:** The question 'Is the organization publicly traded or privately held?*' is shown. Below it are two radio buttons: 'Publicly Traded' (selected) and 'Privately Held' (unselected).
- Step 4:** The question 'Estimate the total dollar value of the remuneration received in the past 12 months:*' is shown. Below it is a dropdown menu with the selected value '\$25,000 - \$99,999'.
- Step 5:** The question 'Is the organization a foreign entity?*' is shown. Below it are two radio buttons: 'Yes' (unselected) and 'No' (selected).
- Step 6:** The question 'If a foreign entity, list the country the organization is located in:' is shown. Below it is a text input field containing 'n/a'. At the bottom right of this section, the 'Add New Relationship' button is highlighted with a red rectangle.

To report additional organizations, click **Add New Relationship** button and complete the same set of questions for each organization.

After entering all organizations associated with your remuneration, answer the final two questions in this section regarding remuneration and consulting.

Is the remuneration disclosed above for consulting services that you provide?*

☒ Yes
☐ No

Select the statement(s) which best describes your consulting work.*

☐ My consulting work requires research.
☐ My consulting work does not involve performing research, but is related to my research portfolio and may have the ability to impact funding, alter time or effort commitments, or otherwise impact scientific integrity.
☐ My consulting work requires through a contract for me to conceal or withhold confidential financial or other ties between myself and the entity, irrespective of the duration of the engagement.
☐ My consulting work does not fit into any of the categories listed above.

Field must not be empty

Once you have completed this section of the form, scroll up to the top of the page and click the NEXT button in the upper right corner to continue.

Then, scroll to the top of the page, confirm there is a green checkmark next to the Remuneration section, and click the **Next** button in the upper right to continue to the next section of the disclosure form.

Profile / [Research Compliance](#) / [COI Disclosures](#) / Disclosure Form

Print to PDF Submit

All Changes Save Automatically

Sections

- FCOI Policy & Training
- Remuneration
- Equity Interests
- Venture Capital
- Travel
- Intellectual Property
- Fiduciary Roles

Remuneration

Previous Next

Definitions

Institutional Responsibilities - an investigator's professional responsibilities on behalf of MSU, which may include for example (but not limited to): activities such as research, consultation, teaching, professional practice, institutional committee memberships, and service on committees such as the Institutional Review Board or the Institutional Animal Care and Use Committee.

Remuneration - salary and any payment for services not otherwise identified as MSU salary (e.g., consulting fees, honoraria, paid authorship).

- The next six sections of the disclosure form (Equity Interests, Venture Capital, Travel, IP, Fiduciary Roles, and Malign Foreign Talent Recruitment Program) work the same way as the Remuneration section. Answer all questions in each section, then click the **Next** in the upper right to proceed to the next section.

8. The final section is Certification, where you acknowledge the FCOI requirements and certify that the information you have provided is true, complete, and accurate.

After completing all required questions, confirm that every section has a green checkmark. Then, click the **Submit** button in the upper right to submit your disclosure.

Profile / Research Compliance / COI Disclosures / Disclosure Form

Print to PDF Submit

All Changes Save Automatically

Sections

- FCOI Policy & Training
- Remuneration
- Equity Interests
- Venture Capital
- Travel
- Intellectual Property
- Fiduciary Roles
- Malign Foreign Talent Recruitment Program
- Certification

Certification

Previous Next

Acknowledgement*
I understand that:

1. The statements and representations made herein are material to the US Government's funding decision;
2. I have the responsibility to update my Disclosure at least annually during the performance of an active award;
3. This form does not grant approval by MSU for outside employment activities (See [Policy HRM 60.415](#));
4. I will submit an updated Disclosure form within 30 days of any changes to my financial interests, other support, or Malign Foreign Talent Recruitment Program activities; and
5. I need to disclose what is required of me by NSPM-33 where it is appropriate (see details here - [NSTC Pre-award and Post-award Disclosures](#)).

☒ I acknowledge and agree to the statements above.

Certification*
☒ I certify to the best of my knowledge and belief that the information contained in this Disclosure form is true, complete and accurate. I understand that any false, fictitious, or fraudulent information, misrepresentations, and half-truths, or omissions of any material fact, may subject me to criminal, civil or administrative penalties for fraud, false statements, false claims, or otherwise. I understand that this Disclosure is required to obtain funding from the U.S. Government and to be compliant with Mississippi State University.

Enter your MSU netID:*

msu123

Attach any relevant documents, if applicable.
[Click and drag](#) new files or [click](#) to select from file system...

9. A confirmation window will appear asking if you want to submit your disclosure. Click the **Proceed** button to confirm. Once submitted, your disclosure will be sent to ORC&S for review.

Routing Confirmation

Are you sure you want to submit your disclosure?

Cancel Proceed

What happens after I submit my disclosure?

After you submit your disclosure, it will enter a queue for ORC&S to review and approve. Our office monitors this queue regularly throughout the day. Because Cayuse updates overnight, the approval status may not be visible to you or staff in the Office of Sponsored Programs until the following day.

Where can I view the status of my disclosure form?

Investigators can view all of their disclosures and check the status of each on their COI Disclosure page in Cayuse. The status of a disclosure will be listed as “Unsubmitted,” “Under Review,” or “Disclosure Complete.” To access your COI Disclosure page:

- Log in to Cayuse at <https://msstate.app.cayuse.com/>
- Click on your name in the upper right, then select “My Profile”
- Once on your My Profile page, select “COI Disclosures” under the tab on the lefthand side
- Once on your COI Disclosures page, you will be able to view all disclosures that you have completed through the Cayuse system

Questions

If you have additional questions about the disclosure process or how to complete your form, see information on our [ORC&S webpage](#) or contact Jenny Davis at jdavis@orc.msstate.edu or (662) 325-4174.