



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

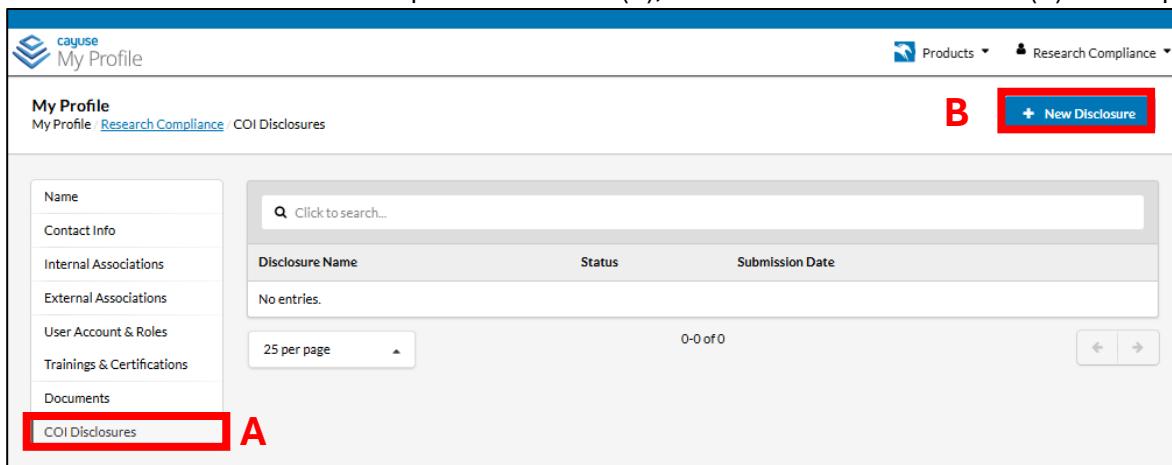
1. Go to <https://msstate.app.cayuse.com/> and use your NetID and password to log into the system. You should see a home page like that below.

The screenshot shows the Cayuse platform home page. At the top, there are links for 'Products' and 'Research Compliance'. Below that is a 'Create New' button. The main area is titled 'My Tasks' and contains a 'Filters' section with 'Restore Defaults' and 'QUICK FILTERS' (Assigned to Me, Assigned to a Team, Created by Me, Open). There is also a 'STATUS' section with 'Open' selected. A search bar is present with the placeholder 'Search for Task by ID, Title, Milestone ID, Assigned to or Created by'. Below the search bar is a table with columns: ID, Title, Type, Milestone ID, Category, Progress, Assigned to, Internal Due Date, External Due Date, and Status. The table is empty with the message 'No results to display.'

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

The screenshot shows the Cayuse platform home page with a red box around the 'Research Compliance' dropdown menu in the top right corner. Another red box highlights the 'My Profile' option within this menu. The main page content is identical to the one in the previous screenshot, showing the 'My Tasks' section with its filters, search bar, and empty table.

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 Cayuse My Profile interface. The left sidebar has a list of 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 box and labeled 'A'. The main content area shows a search bar with 'Click to search...' and a table with columns for Disclosure Name, Status, and Submission Date. The table shows 'No entries.' and has a '25 per page' dropdown and a '0-0 of 0' count. In the top right, there are 'Products' and 'Research Compliance' dropdowns, and a red box highlights the '+ New Disclosure' button.

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



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

Sections
FCOI Policy & Training ✓
Remuneration 1
Equity Interests 1
Venture Capital 1
Travel 1
Intellectual Property 1
Fiduciary Roles 1
Malign Foreign Talent Recruitment Program 1
Certification 3

B

FCOI Policy & Training

MSU Operating Policy 70.09
MSU Operating Policy 70.09, *Financial Conflict of Interest in Sponsored Activities*, requires that anyone involved in the design, conduct, or reporting of a covered research project complete an FCOI Disclosure Form (this Research Based Disclosure Form) prior to proposal submission and at least annually or within 30 days of acquiring a new Significant Financial Interest.

Additionally, OP 70.09 requires that all investigators working on federally-funded research or submitting a proposal for such funding successfully complete **FCOI training**. Once taken, this training is valid for 4 years.

Definitions

Significant Financial Interest (SFI) - a financial interest consisting of one or more of the following that is related to your Institutional Responsibilities:

- \$5,000 or more in salary, consulting fees, advisory board fees, remuneration, honoraria, gifts, or "in-kind" compensation from an outside entity in the past 12 months;
- \$5,000 or more in equity or ownership interest (including stock options) in a publicly-traded company;
- Any equity or ownership interest in a private company (e.g., start-up company);
- An appointment to serve in a fiduciary role (director, officer, partner, trustee, or any position of management) for an outside company whether or not remuneration is received;
- Receipt of venture or other capital financing;
- Receipt of patent/copyright licensing fees or royalties from an outside entity;
- Any travel that is sponsored or reimbursed by an outside entity; or
- Any compensation whose value could be affected by the outcome of research conducted at MSU.

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.

C

All Changes Save Automatically

Print to PDF Submit

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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.

Profile Products Research Compliance

Print to PDF

Sections

FCOI Policy & Training

Remuneration 1

Equity Interests 1

Venture Capital 1

Travel 1

Intellectual Property 1

Fiduciary Roles 1

Malign Foreign Talent Recruitment Program 1

Certification 3

Remuneration

All Changes Save Automatically

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).

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?

You DO NOT need to disclose the following:

- Salary or other remuneration received from MSU, including salary received from external sources through sponsored agreements administered by the University;
- Standard royalties received for published scholarly work or other professional writings;
- Income from investment vehicles, such as mutual funds and retirement accounts, as long as you do not directly control the investment decisions made in these vehicles; and
- Income from seminars, lectures, teaching engagements, or service on advisory committees/review panels for a federal, state, or local government agency, an institution of higher education as defined at 20 U.S.C. 1001(a), an academic teaching hospital, a medical center, or a research institute that is affiliated with an institution of higher education.

Yes

No

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.

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

Identify the organization(s) that you or an immediate family member received remuneration related to your Institutional Responsibilities. Then, answer associated questions.

No entries.

Field must not be empty

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.)



Select Organization*

Request New External Org

Field must not be empty

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.



Who received remuneration from this organization?*

Select all that apply.

Self
 Spouse/Domestic Partner
 Dependent Children

Is the organization publicly traded or privately held?*

Publicly Traded
 Privately Held

Estimate the total dollar value of the remuneration received in the past 12 months:*

\$25,000 - \$99,999

Is the organization a foreign entity?*

Yes
 No

If a foreign entity, list the country the organization is located in:

n/a

Add New Relationship

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.

cayuse
Outside Interests

Products Research Compliance

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

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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.

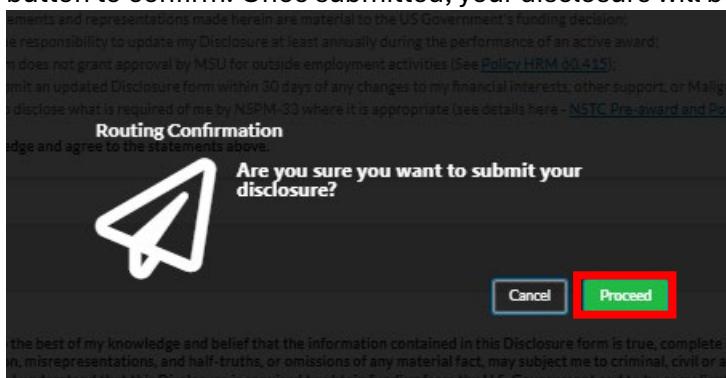
Remuneration - salary and any payment for services not otherwise identified as MSU salary (e.g., consulting fees, honoraria, paid authorship).

7. 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.

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.



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.