



## User Guide: How to Complete a Research Based Disclosure in Cayuse

### About the Research Based Disclosure

A Research Based Disclosure (RBD) is tied to a specific project and is required at both the proposal review stage and the award review stage. When a PI/Department is ready to begin the university proposal review process, they select the “Route for Review” button in the Cayuse Proposal form. This action automatically sends an email to all individuals listed as key personnel on the project, notifying them that a RBD is required. The email includes a direct link to access the RBD for that specific project. All key personnel must have an approved RBD on file with ORC&S before the proposal is submitted to the sponsor and again before the award can be fully established.

### RBD Instructions

1. Open the RBD email you received for your project and click the link included in the message. This link will take you directly to your RBD to complete it. If you do not see the email, check your junk or spam folder. (If you access the RBD using this link, you may skip to Step 6 of these instructions).
2. If you have deleted or are unable to locate the RBD email, you can still access your RBD by logging into Cayuse. To do so, 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 'My Tasks' page in the Cayuse platform. The page has a blue header with the 'cayuse platform Home' logo and navigation links for 'Products' and 'Research Compliance'. Below the header, there's a 'My Tasks' section with a 'Create New' button. On the left, there's a 'Filters' sidebar with 'QUICK FILTERS' (Assigned to Me, Assigned to a Team, Created by Me) and 'STATUS' (Open, In Progress, On Hold, Closed). Below that are 'EXTERNAL DUE DATE' and 'CATEGORY' filters. The main area has a search bar and a table with columns: ID, Title, Type, Milestone ID, Category, Progress, Assigned to, Internal Due Date, External Due Date, and Status. The table currently shows 'No results to display.'


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

The screenshot shows the 'cayuse platform Home' interface. In the top right corner, a user menu is open, displaying the user's email 'compliance@research.msstate.e', 'Mississippi State University', and 'Timezone: US/Central'. A red box labeled 'A' highlights the user's name in the menu. Below the email, a red box labeled 'B' highlights the 'My Profile' link. The main content area is titled 'My Tasks' and includes a search bar, a table with columns for ID, Title, Type, Milestone ID, Category, Progress, Assigned to, and Internal Due Date, and a filters sidebar on the left. The filters sidebar includes sections for 'QUICK FILTERS', 'STATUS', and 'EXTERNAL DUE DATE'.

4. Click on **COI Disclosures** in the panel on the left.

The screenshot shows the 'cayuse My Profile' interface. The left sidebar contains a list of links: Name, Contact Info, Internal Associations, External Associations, User Account & Roles, Trainings & Certifications, Documents, and COI Disclosures. The 'COI Disclosures' link is highlighted with a red box. The main content area displays the user's profile information, including 'First Name' (Jenny), 'Last Name' (Davis), 'Prefix', 'Middle Name', and 'Suffix'.

5. This brings you to your COI Disclosures dashboard page where you can see all of your disclosures. Select the RBD associated with the project for which you need to complete the form.

cayuse

My Profile

Products ▾ Research Compliance ▾

My Profile

My Profile [Research Compliance](#) COI Disclosures

+ New Disclosure

Name

Contact Info

Internal Associations

External Associations

User Account & Roles

Trainings & Certifications

Documents

COI Disclosures

Q Click to search...

Disclosure Name	Status	Submission Date
<a href="#">Annual - 2024</a>	Disclosure Complete	12/12/2025 11:44 AM
<a href="#">Proposal 25-0031-P0001: New Title- Testing Annual ...</a>	Unsubmitted	

6. The RBD 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.

The screenshot displays the CBAUSE Outside Interests disclosure form. On the left, a sidebar (A) lists sections: FCOI Policy & Training (marked with a 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, which states that anyone involved in the design, conduct, or reporting of a covered research project must complete an FCOI Disclosure Form prior to proposal submission and at least annually or within 30 days of acquiring a new Significant Financial Interest. It also mentions that OP 70.09 requires all investigators working on federally-funded research or submitting a proposal for such funding to complete FCOI training, which is valid for 4 years. Below this, the 'Definitions' section defines 'Significant Financial Interest (SFI)' as a financial interest consisting of one or more of the following: \$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 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. The 'Institutional Responsibilities' section defines 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. At the bottom, the 'Acknowledgment' box (B) is checked, indicating that the user acknowledges the FCOI disclosure and training requirements set forth in OP 70.09. The 'Next' button (C) is highlighted in the top right corner of the main content area.

Profile / Research Compliance / COI Disclosures / Disclosure Form

Print to PDF Submit

All Changes Save Automatically

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Sections

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

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 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.

Acknowledgment\*

☒ I acknowledge the FCOI disclosure and training requirements set forth in OP 70.09.

Scroll up to the top of the page and click the NEXT button in the upper right corner to continue.

## 7. 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 with the 'Remuneration' section selected. The left sidebar lists sections: FCOI Policy & Training, Remuneration (highlighted with a red '1'), Equity Interests (red '1'), Venture Capital (red '1'), Travel (red '1'), Intellectual Property (red '1'), Fiduciary Roles (red '1'), Malign Foreign Talent Recruitment Program (red '1'), and Certification (red '3'). The main content area has a header 'Remuneration' with 'Previous' and 'Next' buttons. Below is a 'Definitions' section. The main 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 is a list of items 'You DO NOT need to disclose the following:'. At the bottom of this list, the 'Yes' radio button is selected and highlighted with a red box. The 'No' radio button is also visible. At the bottom of the form, there is a 'Next' button.

Profile  
Profile / Research Compliance / COI Disclosures / Disclosure Form

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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

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Definitions

**Institutional Responsibilities** - an investigator's professional responsibilities on behalf of MSU, which may include (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

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.

The screenshot shows a form with the heading 'Identify the organization(s) that you or an immediate family member received remuneration related to your Institutional Responsibilities. Then, answer associated questions.' Below the heading is a text input field containing 'No entries.' and a red error message 'Field must not be empty'. At the bottom right of the form is a blue button with the text 'Add New Relationship' highlighted with a red box.

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

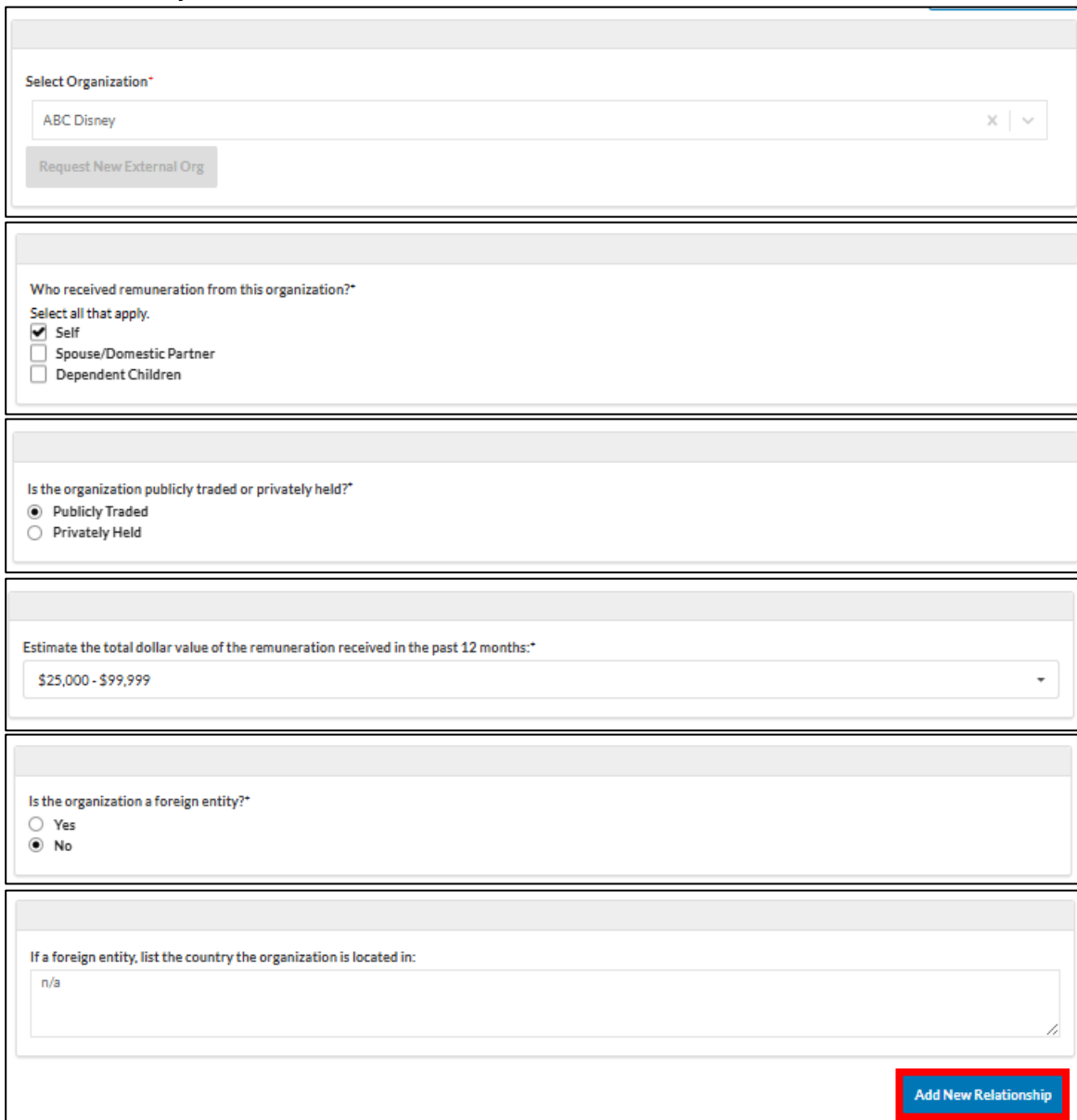
Add New Relationship

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.)



The screenshot shows a web form with a dropdown menu labeled "Select Organization\*". The dropdown is open, showing a search bar with a vertical cursor. Below the search bar, the text "Request New External Org" is highlighted with a red rectangular box. Below this text, a small red error message reads "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.





The following are six sequential screenshots of the form:

- Step 1:** The "Select Organization\*" dropdown now displays "ABC Disney". The "Request New External Org" button is visible below the dropdown.
- 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 range "\$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 the form, the "Add New Relationship" button is highlighted with a red rectangular box.



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

After entering all organizations associated with your remuneration, there are two questions to answer 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.


The last question in this section asks you to briefly describe in the text box how the remuneration you've disclosed above is related to the work on this specific project. If there is no relationship, just state that they are not related in any way.

Briefly describe how the remuneration disclosed above relates to the work (proposed or awarded) of this sponsored project. If there is no relationship, please state this.

\*

Field must not be empty

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.



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Outside Interests

Products

Research Compliance

Profile

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Remuneration

Equity Interests

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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).

8. 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.
9. 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.

10. 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](mailto:jdavis@orc.msstate.edu) or (662) 325-4174.