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

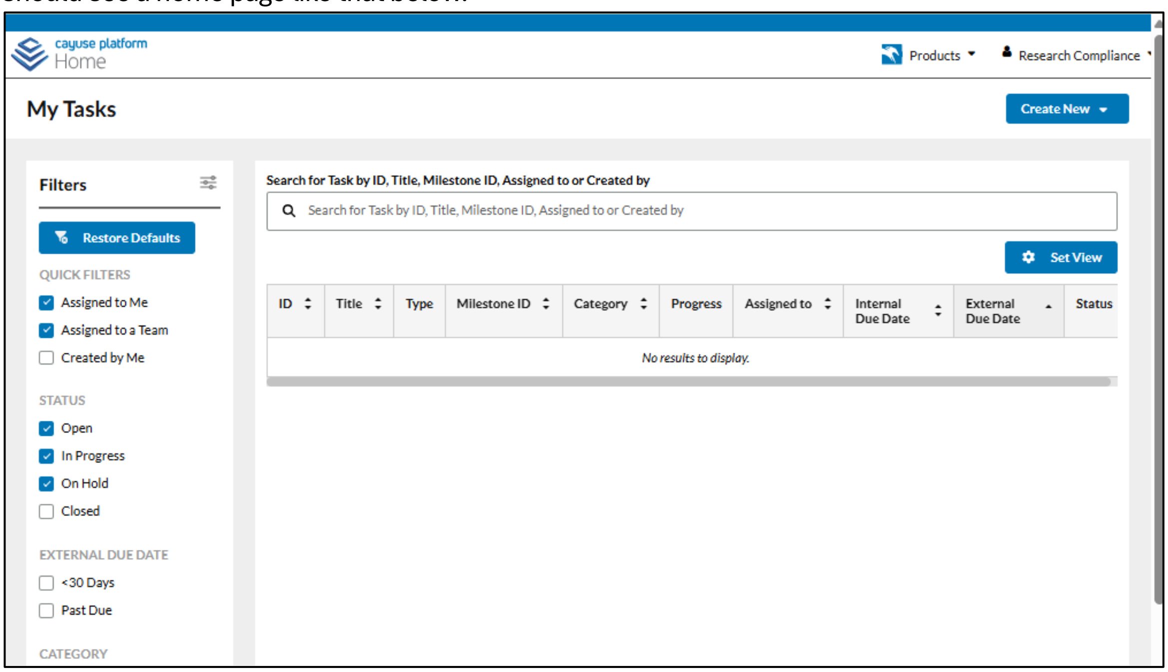
About the Research Based Disclosure

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.

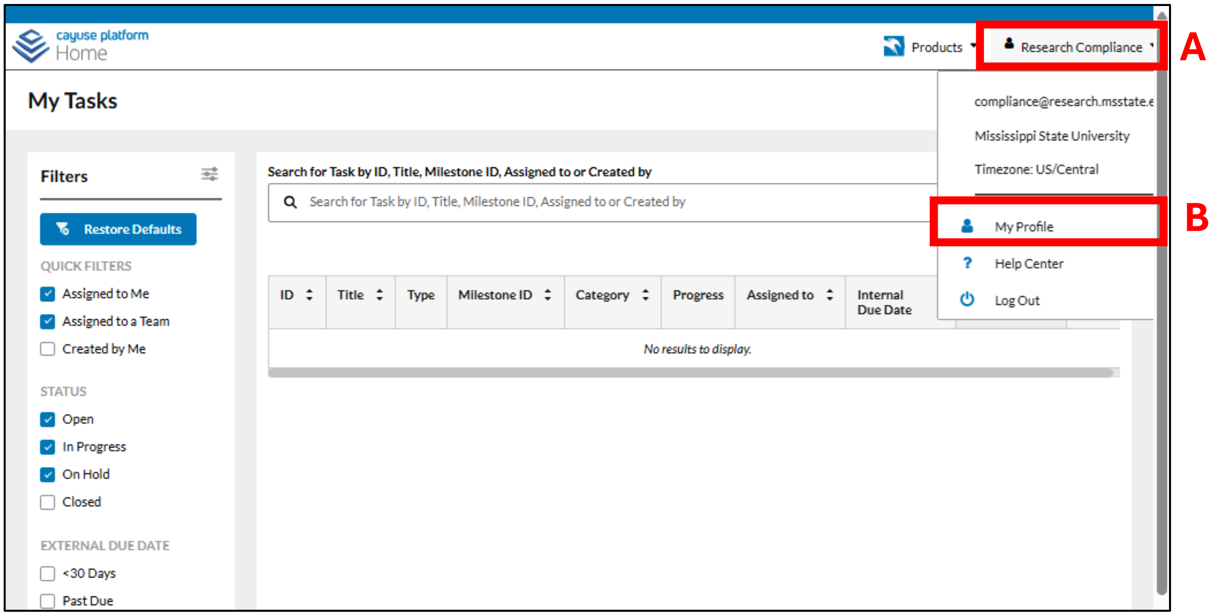
RBD Instructions

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).

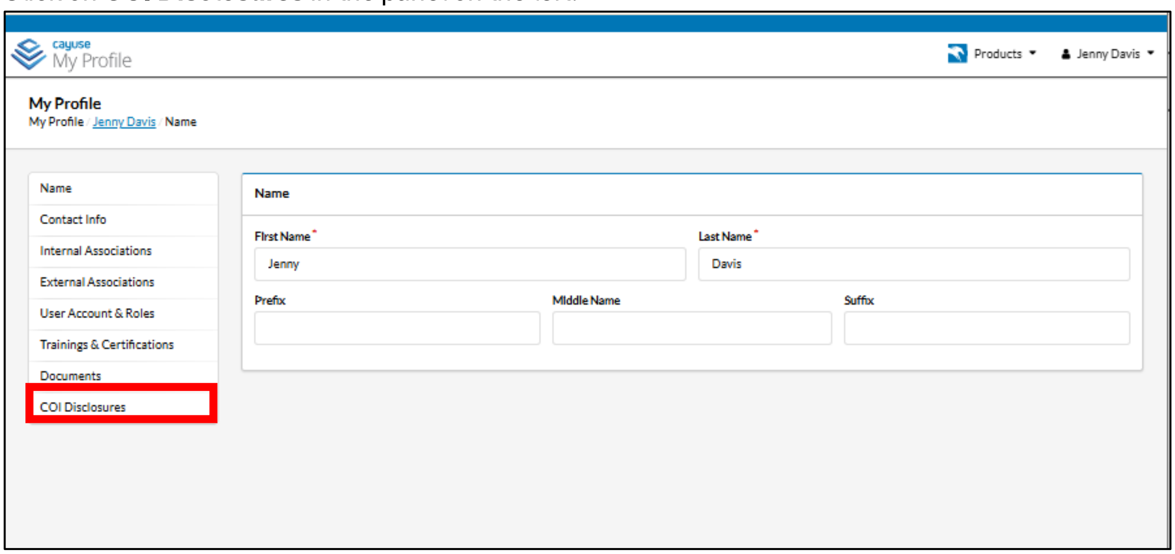
2. If you have deleted or are unable to locate the RBD email, you can still access your RBD by logging into Cayuse. To do so, go to https://msstate.app.cayuse.com/ and use your NetID and password to log into the system. You should see a home page like that below.



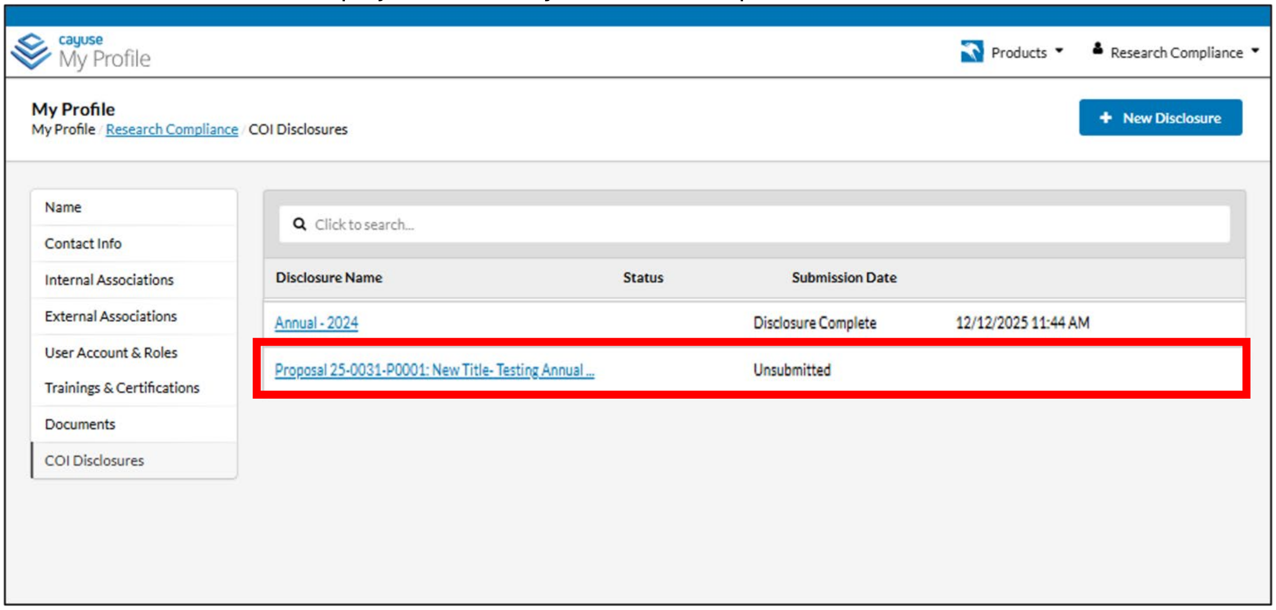
3. Click on your name in the upper right (A), then click **My Profile** (B).



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

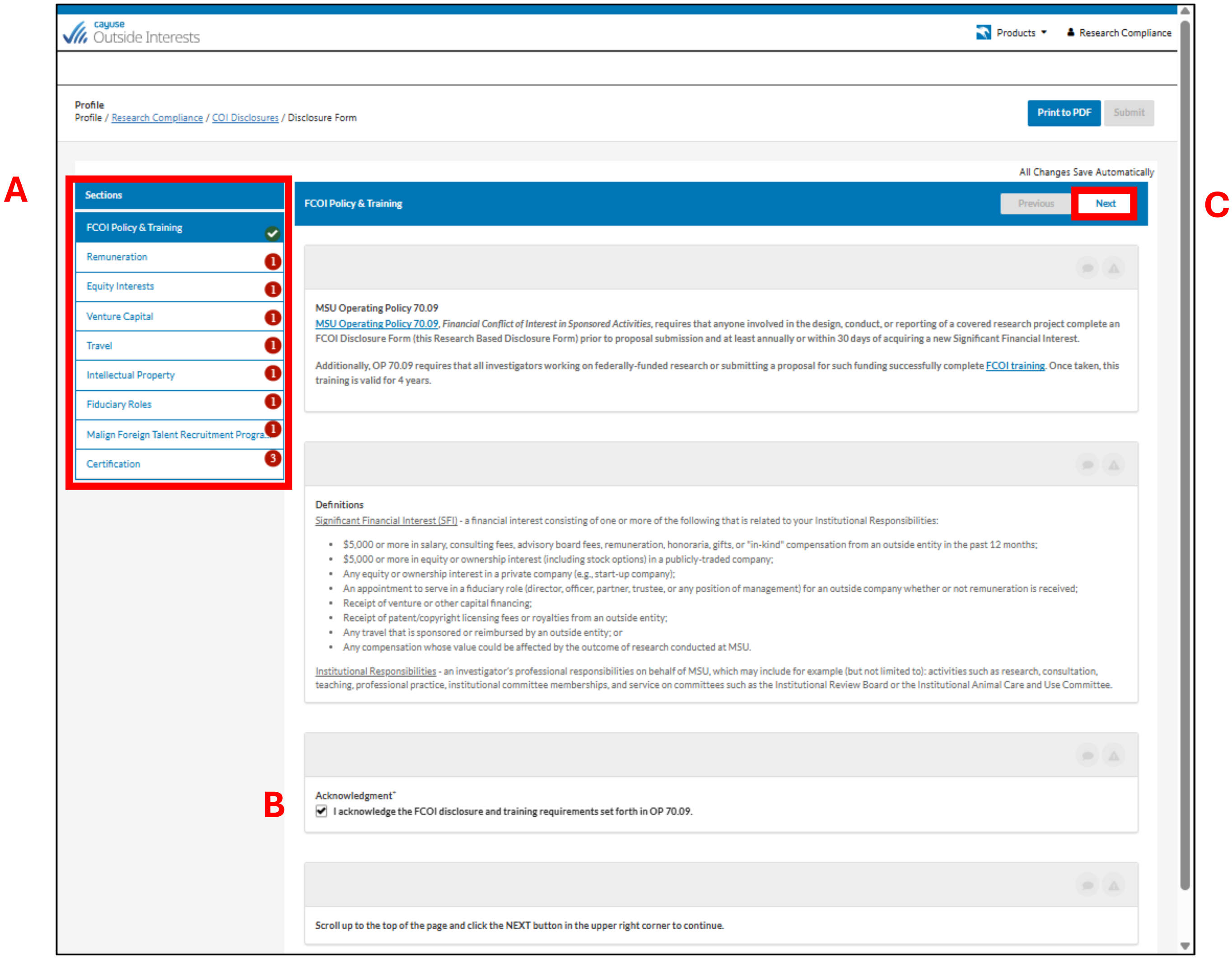


5. This brings you to your COI Disclosures dashboard page where you can see all of your disclosures. Select the RBD associated with the project for which you need to complete the form.



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.

<u>Section 1: FCOI Policy & Training</u>
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.

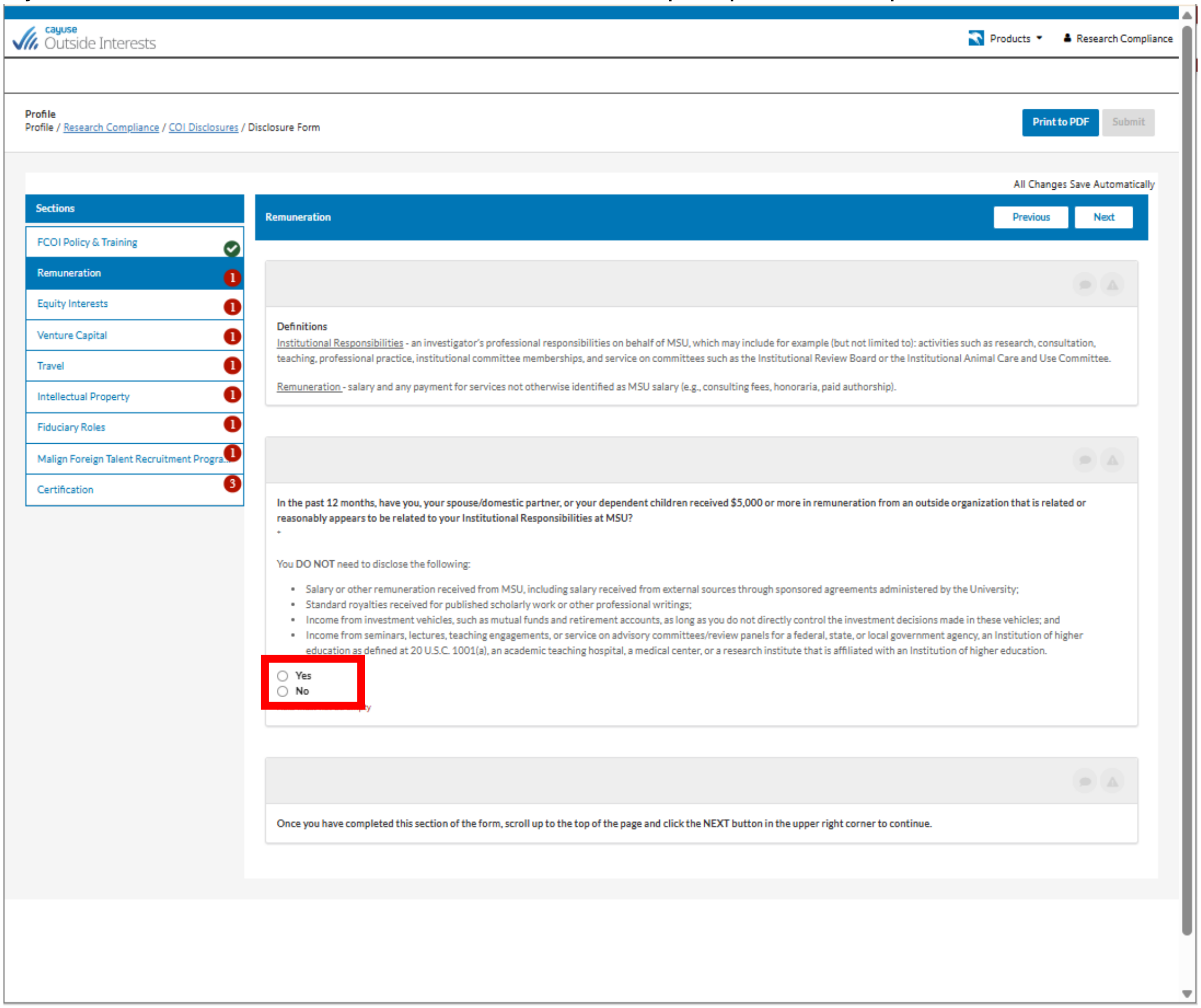


7. <u>Section 2: Remuneration</u>

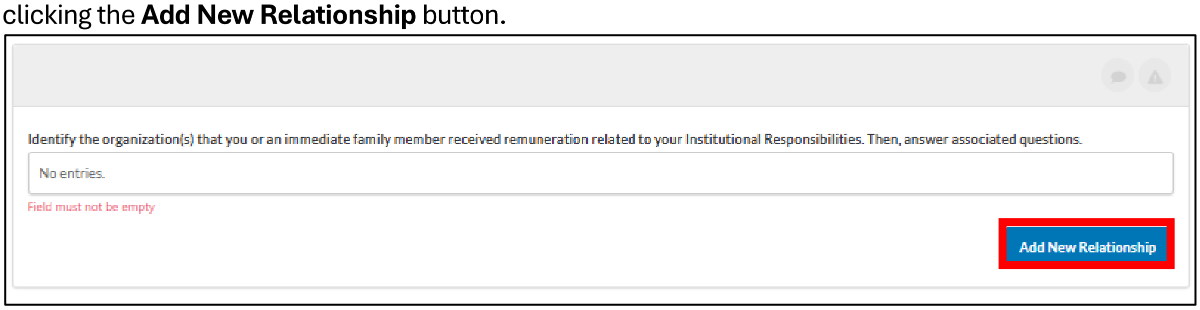
This section asks one required question: *In the past 12 months, have you, your spouse/domestic partner, or your dependent children received $5,000 or more in remuneration from an outside organization that is related or reasonably appears to be related to your Institutional Responsibilities at MSU?*

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

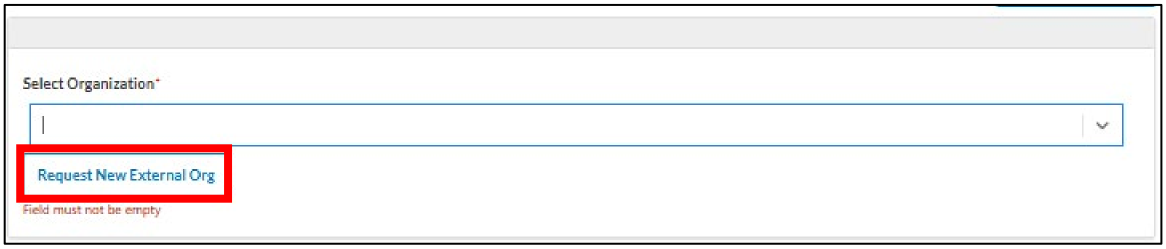
If you have remuneration to disclose, select **Yes**. This will prompt additional questions.



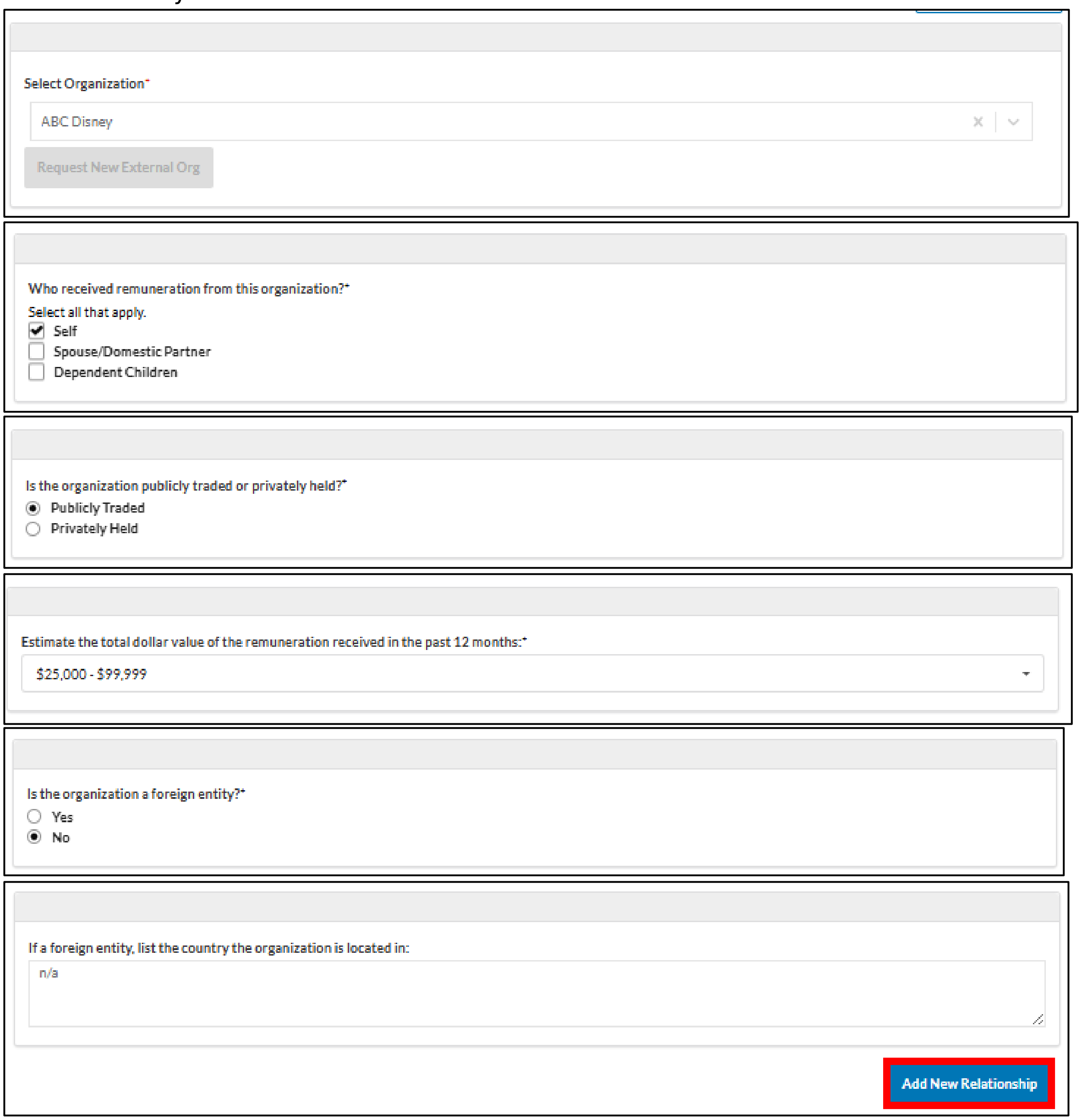
In disclosing your remuneration, the first step is to identify the organization that provided the remuneration by clicking the **Add New Relationship** button.



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.)

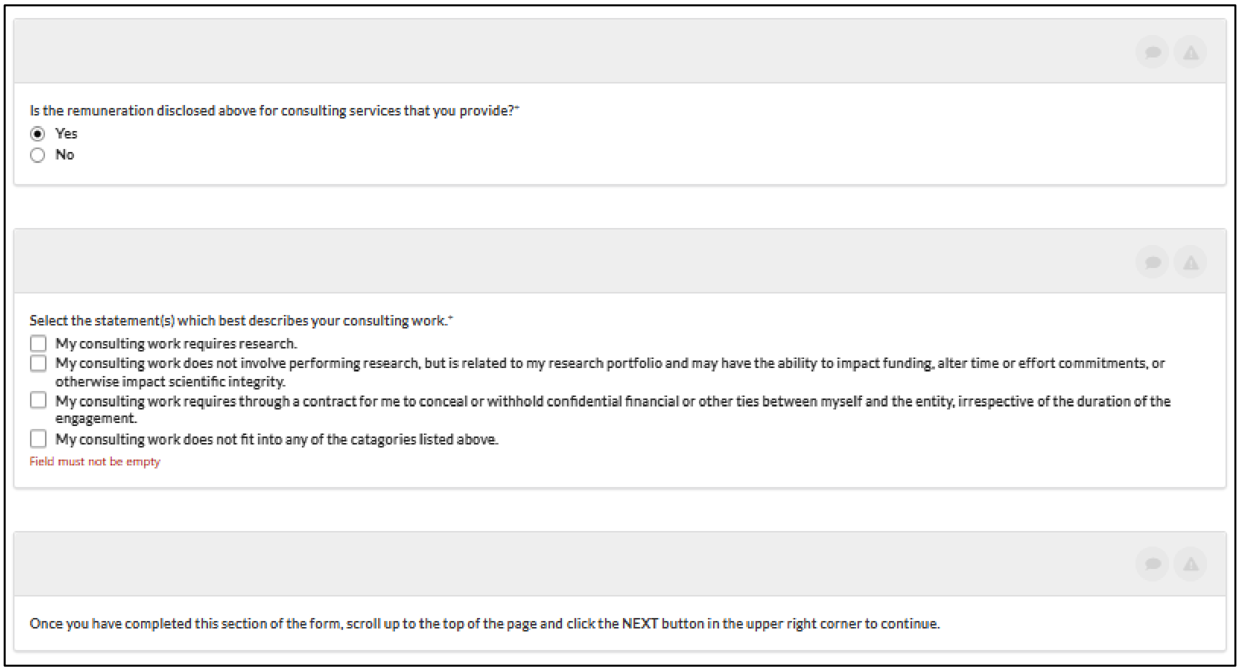


After selecting the organization for your remuneration, answer the set of questions as they relate to that organization. For example, if you select ABC Disney, respond to the questions based on remuneration received from ABC Disney.

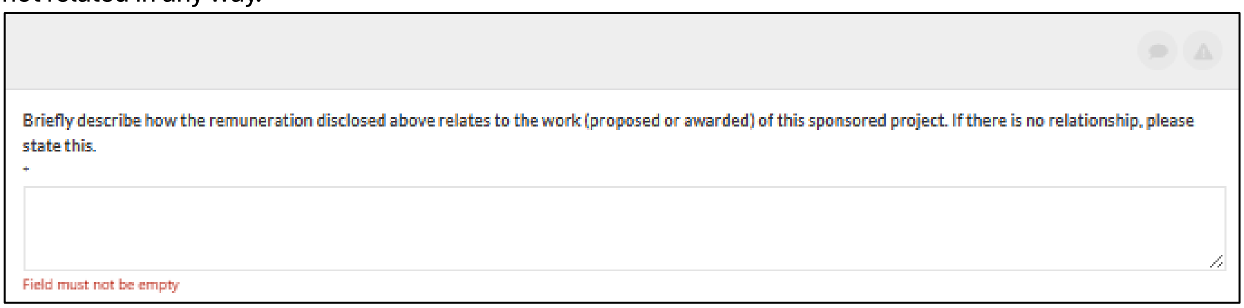


To report additional organizations, click the **Add New Relationship** button and complete the same set of questions for each organization.

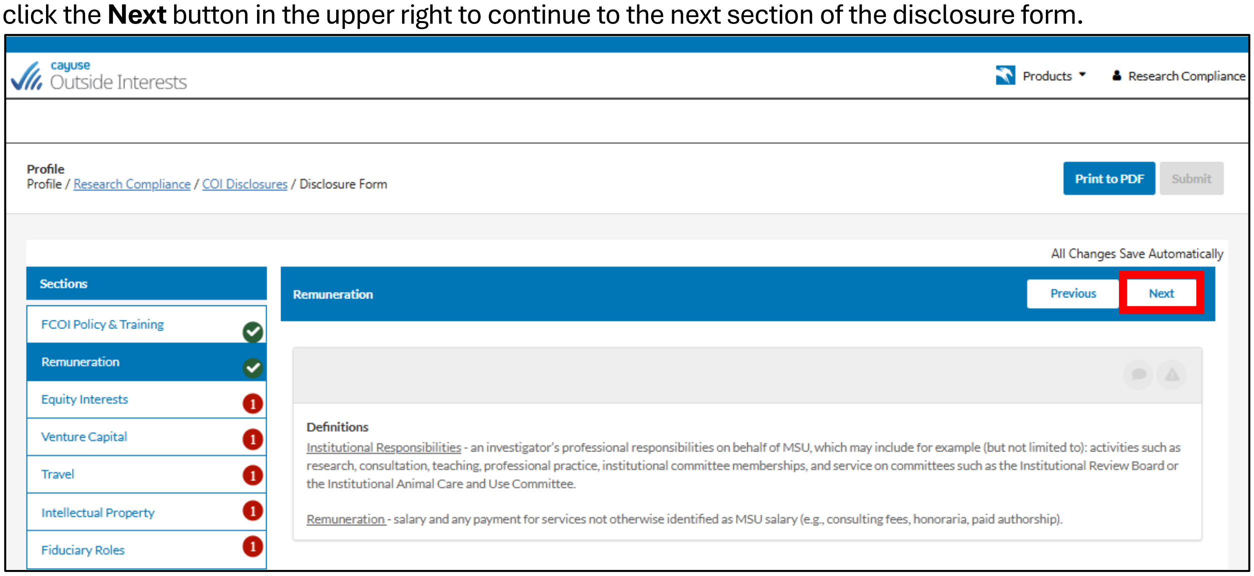
After entering all organizations associated with your remuneration, there are two questions to answer in this section regarding remuneration and consulting.



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.



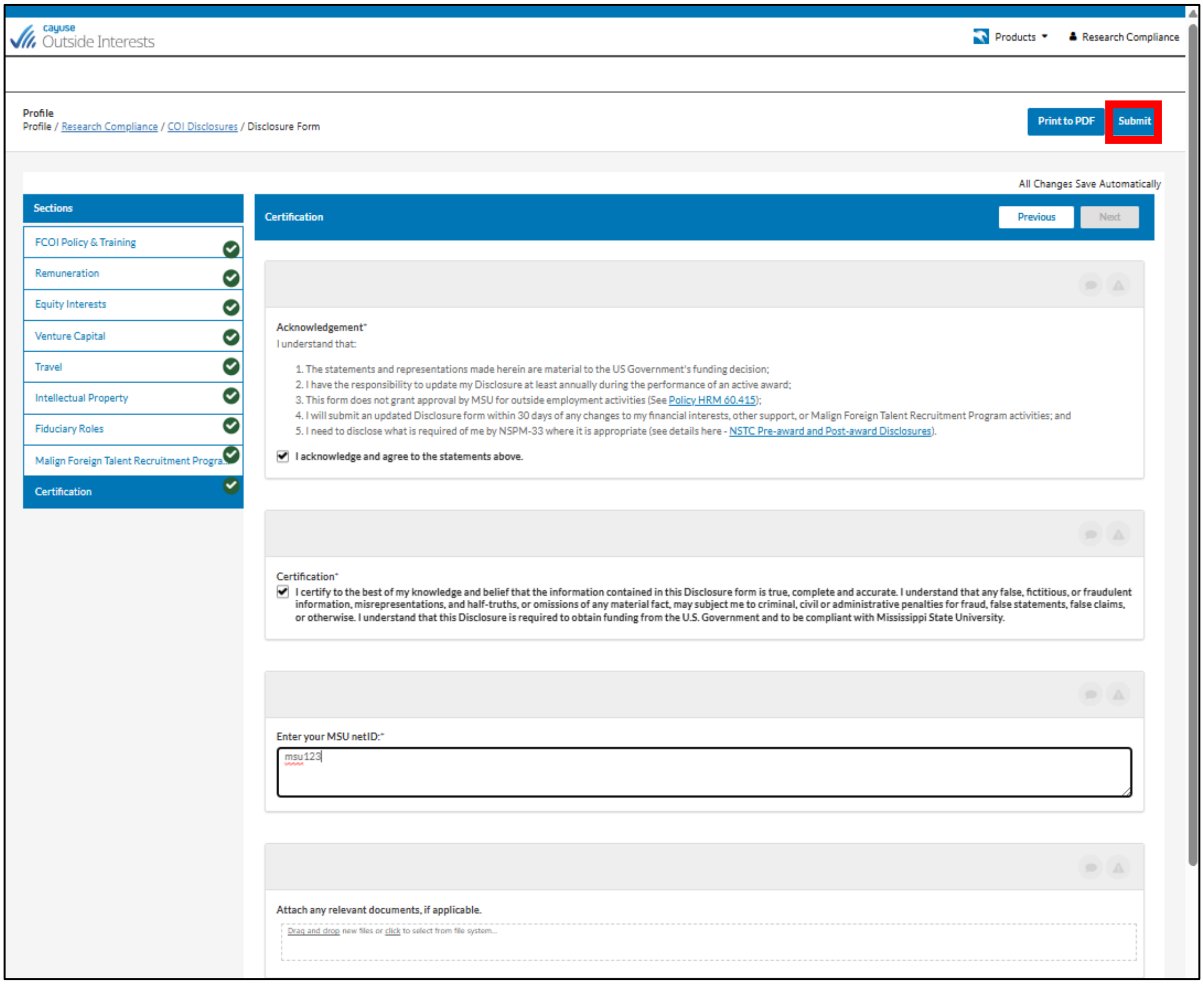
Then, scroll to the top of the page, confirm there is a green checkmark next to the Remuneration section, and click the **Next** button in the upper right to continue to the next section of the disclosure form.



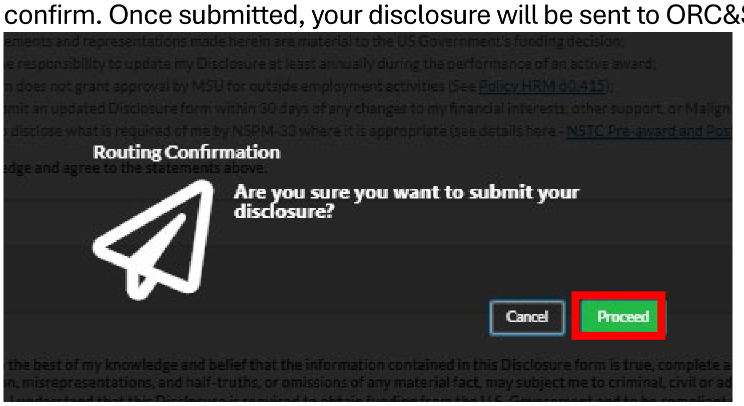
8. The next six sections of the disclosure form (Equity Interests, Venture Capital, Travel, IP, Fiduciary Roles, and Malign Foreign Talent Recruitment Program) work the same way as the Remuneration section. Answer all questions in each section, then click the **Next** in the upper right to proceed to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