



# User Guide: How to Complete an Annual Disclosure in Cayuse

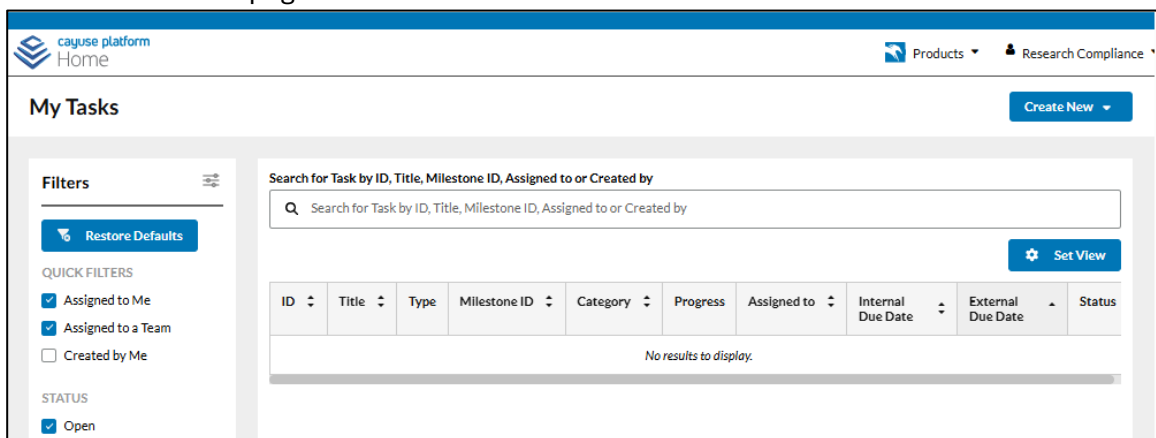
## About the Annual Disclosure

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.

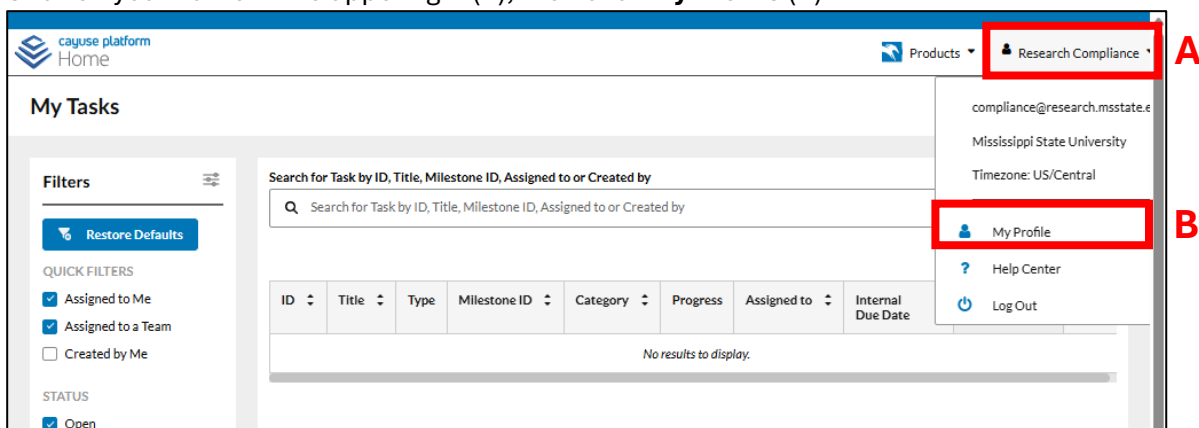
Annual Disclosures must be renewed each year while the investigator continues to meet either of the requirements above. Once an Annual Disclosure is on file, the investigator must update it annually and within thirty (30) days of acquiring a new SFI.

## 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.

My Profile  
My Profile · Research Compliance · COI Disclosures

COI Disclosures A

+ New Disclosure B

Click to search...

Disclosure Name	Status	Submission Date
No entries.		

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4. A small window will appear; select **Start a new Annual Disclosure**, then click the **Next** button.  
(DO NOT ever select 'Start a Research-Based disclosure.' At this point in time, MSU is not currently using this form. Although it appears as an option in the system, it cannot be removed)

New Disclosure

☒ Start a new Annual disclosure.

☐ Start a new Research-Based disclosure.

Next →

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.

The screenshot displays the MSU Outside Interests disclosure form. On the left, a sidebar (A) lists sections with red numbers indicating required completion: 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 shows the 'FCOI Policy & Training' section with text about MSU Operating Policy 70.09 and definitions. At the bottom, there is an 'Acknowledgment' box (B) with a checked checkbox. A 'Next' button (C) is in the top right corner.

**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

**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 patent 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.

**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.

## 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.

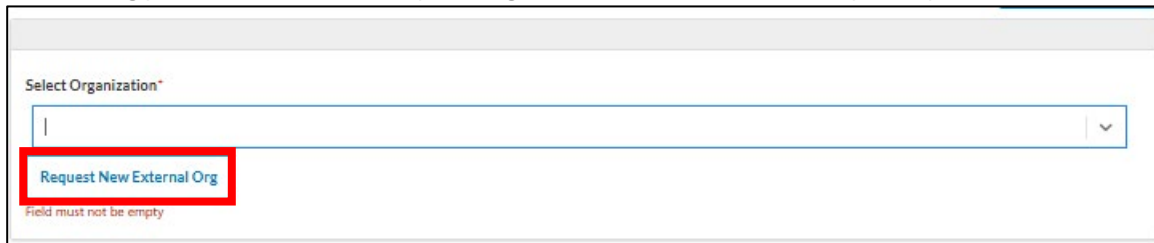
If you have remuneration to disclose, select **Yes**. This will prompt additional questions.

The screenshot shows the 'Outside Interests' form, specifically the 'Remuneration' section. On the left, a sidebar lists sections: FCOI Policy & Training, 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 blue header 'Remuneration' with 'Previous' and 'Next' buttons. Below this, a 'Definitions' box explains 'Institutional Responsibilities' and 'Remuneration'. The main question asks if the user or their family received \$5,000 or more in remuneration from an outside organization related to their Institutional Responsibilities at MSU in the past 12 months. Below the question, a list of items that do NOT need to be disclosed is provided. At the bottom of this section, the 'Yes' radio button is selected and highlighted with a red box. A note below the radio buttons says 'Has remuneration empty'. At the very bottom of the form, a message states: '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.

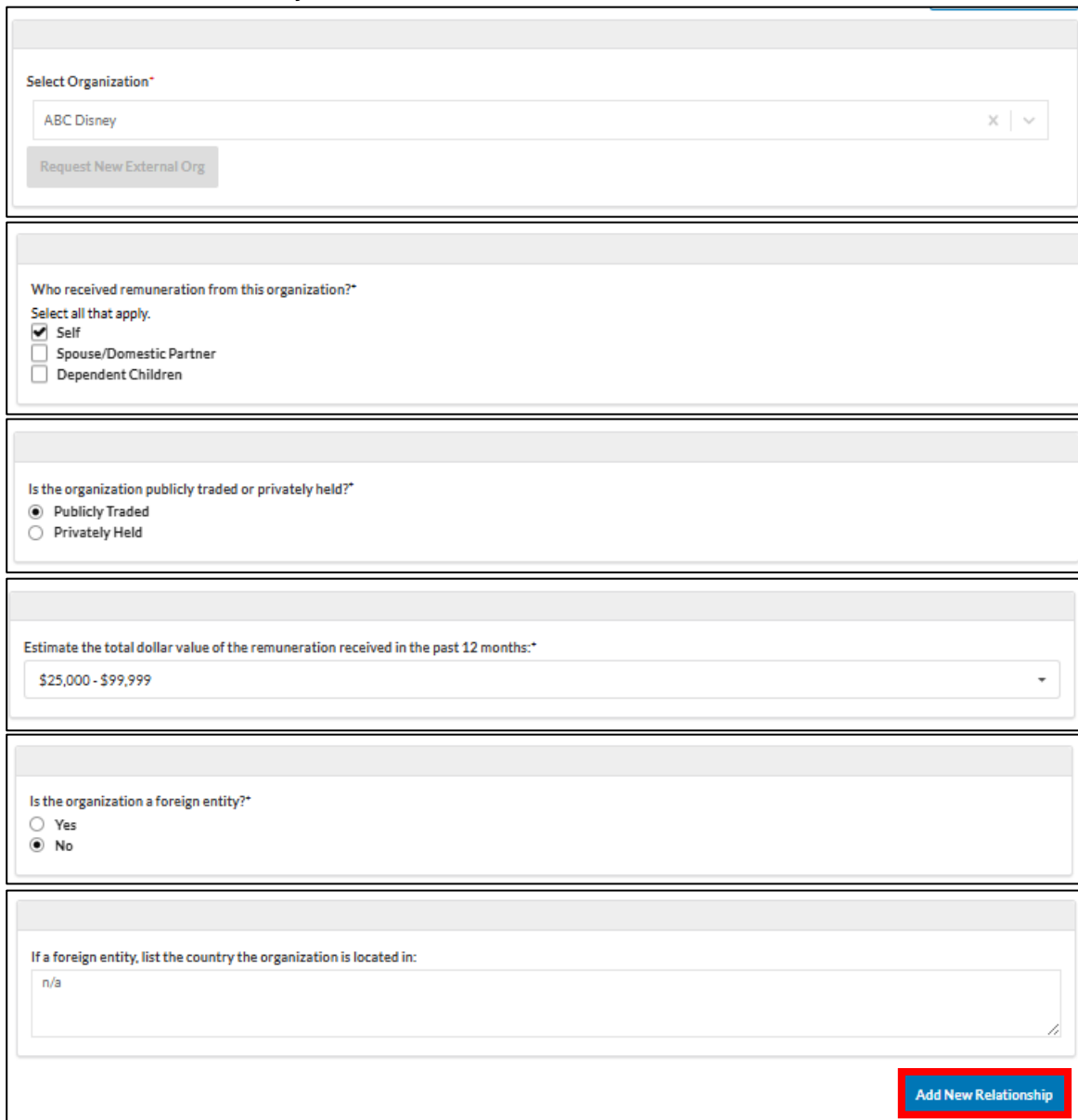
This screenshot shows a text input field with the placeholder text 'No entries.' and a red error message below it that says 'Field must not be empty'. To the right of the input field is a blue button with white text that says 'Add New Relationship', which is highlighted with a red box.

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. A red rectangle highlights the 'Request New External Org' button located below the search bar. A red error message 'Field must not be empty' is visible at the bottom left of the dropdown area.

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 sequential screenshots of the form:

- Screenshot 1:** The 'Select Organization' dropdown now shows 'ABC Disney' selected. The 'Request New External Org' button is now greyed out.
- Screenshot 2:** The question 'Who received remuneration from this organization?\*' is shown. It includes the instruction 'Select all that apply.' and three checkboxes: 'Self' (checked), 'Spouse/Domestic Partner' (unchecked), and 'Dependent Children' (unchecked).
- Screenshot 3:** The question 'Is the organization publicly traded or privately held?\*' is shown. It has two radio buttons: 'Publicly Traded' (selected) and 'Privately Held' (unselected).
- Screenshot 4:** The question 'Estimate the total dollar value of the remuneration received in the past 12 months:\*' is shown. A dropdown menu is open, showing the selected range '\$25,000 - \$99,999'.
- Screenshot 5:** The question 'Is the organization a foreign entity?\*' is shown. It has two radio buttons: 'Yes' (unselected) and 'No' (selected).
- Screenshot 6:** The question 'If a foreign entity, list the country the organization is located in:' is shown. The text 'n/a' is entered in the text box. A red rectangle highlights the 'Add New Relationship' button at the bottom right.

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  
Profile / Research Compliance / COI Disclosures / Disclosure Form

Print to PDF Submit

All Changes Save Automatically

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

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 the Certification section, where you indicate if the project involves human subjects, 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.

The screenshot shows the 'Cayuse Outside Interests' web application. The top navigation bar includes the logo and 'Products' and 'Research Compliance' dropdowns. The breadcrumb trail reads: 'Profile / Research Compliance / COI Disclosures / Disclosure Form'. In the top right corner, there are 'Print to PDF' and 'Submit' buttons, with 'Submit' highlighted by a red box. A sidebar on the left lists sections with green checkmarks: FCOI Policy & Training, Remuneration, Equity Interests, Venture Capital, Travel, Intellectual Property, Fiduciary Roles, Malign Foreign Talent Recruitment Program, and Certification. The main content area is titled 'Certification' and includes a 'Previous' and 'Next' button. It contains three sections: 1. A question 'Does your sponsored project associated with this disclosure involve research with human subjects?' with radio buttons for 'Yes' (selected) and 'No'. 2. An 'Acknowledgement\*' section with a list of five statements and a checkbox 'I acknowledge and agree to the statements above.' which is checked. 3. A 'Certification\*' section with a checkbox 'I certify to the best of my knowledge and belief that the information contained in this Disclosure form is true, complete and accurate...' which is checked. At the bottom, there is a text input field 'Enter your MSU netID:\*' with the value 'msu123'.

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.

The screenshot shows a 'Routing Confirmation' dialog box with a dark background. It features a large white paper airplane icon on the left. The text reads: 'Are you sure you want to submit your disclosure?'. At the bottom, there are two buttons: 'Cancel' and 'Proceed', with 'Proceed' highlighted by a red box. Faint text from the background form is visible through the dialog.

### 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

### What does the resolution status of my disclosure mean?

After your disclosure is reviewed by ORC&S, it will be assigned a resolution status. Each disclosure falls into one of the following three categories:

- **COI determined and managed** - means that you reported a Significant Financial Interest (SFI) on your disclosure form. After review, ORC&S determined that a potential or real conflict exists but can be appropriately managed through an approved management plan.
- **COI determined and unmanageable** - means that you reported an SFI on your disclosure form. After review, ORC&S determined that the potential conflict cannot be managed at this time. Additional review, restrictions, or institutional action may be required before the related research activity can proceed.
- **No COI determined** - means that you either reported no SFIs on your disclosure form, or that any of the SFIs disclosed were reviewed and determined not to constitute a conflict of interest based on the information available at the time of review.

### 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.