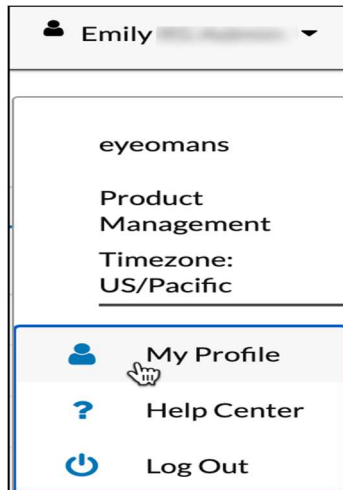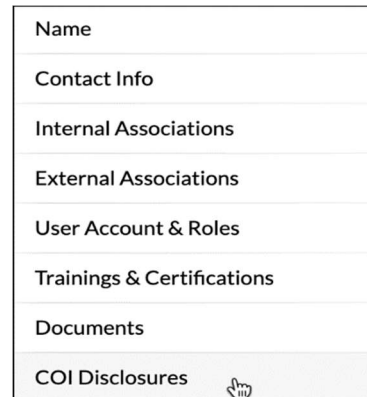**Starting Your COI Disclosure Form in Cayuse**

Your Profile tile will let you know if you need to complete your Annual Disclosure, but you can also start a Research-Based disclosure from your Profile.

1) From your profile in upper right-hand corner, click My Profile.
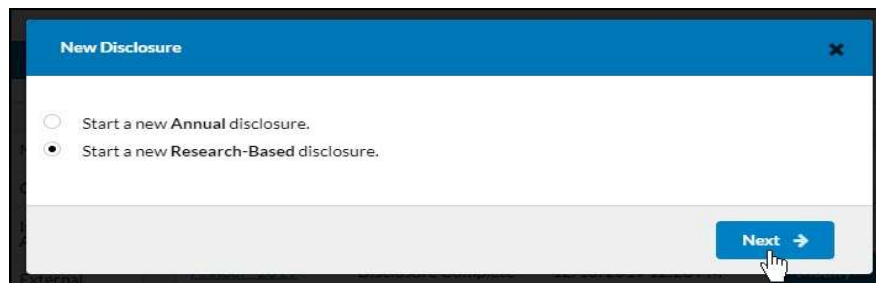
2) In the left-hand menu, click COI Disclosures.

3) Click on

4) Choose whether you want to fill out an Annual Disclosure or a Research-Based Disclosure and click Next.

You can now begin filling out your form.

While filling out a disclosure form, you may run into many different question types and form notifications.

Required Alert: If a question is required, it will be marked with a red icon. Completed questions will be marked with a green icon. The sections menu on the left-hand side will also show you how many required questions are currently unanswered within each section.

Nested Questions and Sections: Some questions and sections will only appear if you answer a certain question, or answer a question in a specific way.

Significant Financial Interest

This question is required. You can click Find external organization to find organizations within the Cayuse database. Search for the organization, and then click on it to add it to the form.

External Org Finder

🔍 |

Name

Bill and Melinda Gates Foundation ✛

Prev   1-1 of 1   Next

Selected Records

Name

No entries.

Cancel   Save

Don't forget to click: **Save**   You can add as many external organizations as you need to add by clicking: **✛ Add New Relationship**

Attachment Point: Attachment points allow you to upload

files relevant to your disclosure form

by dragging the file into the container or clicking Upload.

3. Attach availability calendar

Drop files here to upload
or
⬆ Upload File(s)

PDF

✛ Copy