

Starting your EPAP disclosure in Cayuse Outside Interests:

The External Professional Activities for Pay (EPAP) disclosure required for any secondary employment that: 1) is not included within your Institutional Responsibilities; 2) is performed for any entity, public or private, other than UNCP; 3) is undertaken for compensation; and 4) is based upon your professional knowledge, experience, and abilities.

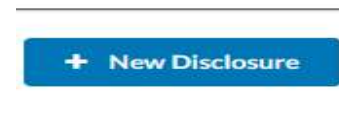
All EPAP activities should be disclosed in the Annual Conflict of Interest form each year and approved by your departmental supervisor at least 10 days prior to beginning the activity.

Activities for pay not involving such professional knowledge, experience and abilities are not subject to the advance disclosure and approval, although they are subject to the basic requirement that outside activities of any type must not result in the neglect of primary University duties. All definitions are available in the [UNCP COI Policy](#)

Start by Going to the [Cayuse Outside Interests](#) page and click on the **Outside Interest** Login (under the Cayuse symbol).

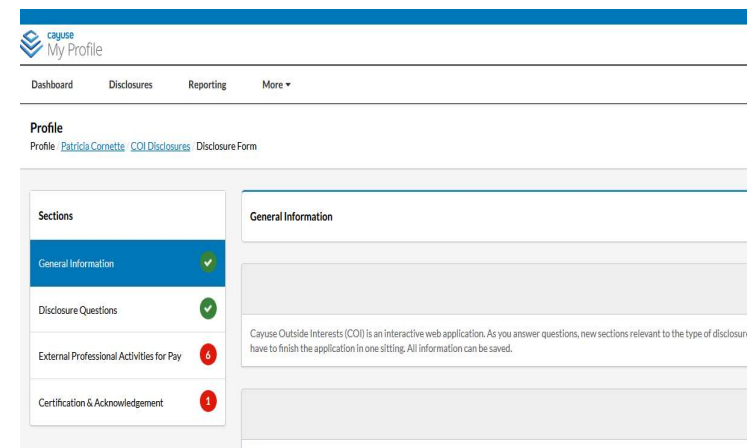
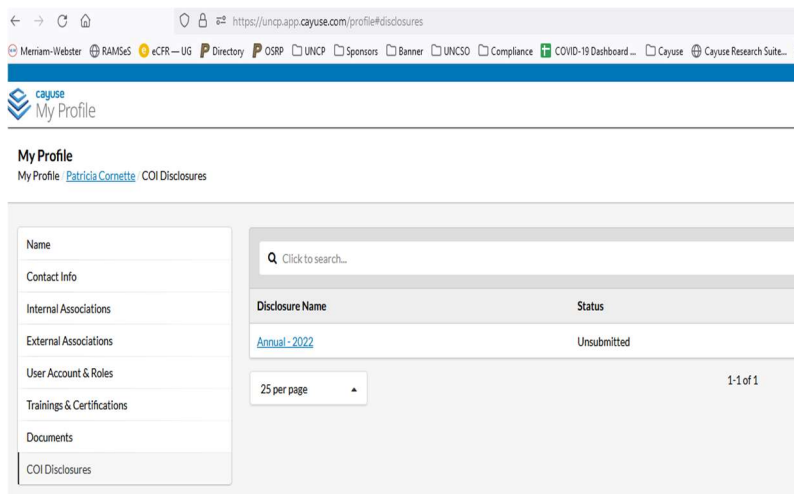
Once you're logged in, follow the steps below:

Select the "New Disclosure" button on the top right



1) If submitting an External Professional Activities for Pay (EPAP) disclosure, click "Annual Disclosure"

2) Follow the instructions for completing the disclosure. A green checkmark will appear once a section is complete. Click the "next" button to navigate to the next section



3) Follow the instructions for completing the EPAP disclosure. Once a section is complete, click the “next” button to navigate to the next.

During this Reporting Period, will you engage in external professional activity for pay? *

The External Professional Activities for Pay (EPAP) disclosure is required for any secondary employment that:

1. Not included within your university employment responsibilities;
2. Performed for any entity, public or private, other than UNCP;
3. Undertaken for compensation;
4. Based upon your professional knowledge, experience, and abilities.

If YES, please complete the EXTERNAL PROFESSIONAL ACTIVITIES FOR PAY Section

☒ Yes
☐ No

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

Search:

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

4) When the EPAP disclosure form is complete, you'll need to certify the disclosure. Once certified, click the “save” button, then “submit”

The screenshot shows the 'Cayuse My Profile' interface. At the top, there's a header with the Cayuse logo and 'My Profile' text. On the right, there are links for 'Products' and a user profile for 'Peter Professor'. Below the header, the 'Profile' section is active, with sub-links for 'Profile', 'Peter Professor', 'COI Disclosures', and 'Disclosure Form'. A 'Save' button and a 'Submit' button are visible. On the left, a 'Sections' sidebar lists 'General Information' (with a red error icon), 'Disclosure Questions' (with a green checkmark), and 'Certification' (with a green checkmark and highlighted in blue). The main content area is titled 'Certification' and contains a text box with the following text: 'I certify that I have provided all information related to my potential conflicts of interests or the perception of such conflicts of interest and that the information provided is factual and accurate.' Below this text box is a checkbox labeled 'I agree to the above certifications and acknowledgements' which is checked. Navigation buttons 'Previous' and 'Next' are located at the top right of the main content area.

Click “proceed” to submit the disclosure for review

The submitted disclosure will then appear on your COI Disclosure page

If you have any system access questions please review [Cayuse’s Help Center](#) for guidance.

For questions related to:

EPAP Disclosures contact Liz Normandy (elizabeth.normandy@uncp.edu).

Annual Disclosure contact Nicolette Campos (nicolette.campos@uncp.edu) or Sheila Hardee (sheila.hardee@uncp.edu)

Research-Based Disclosures contact osrp@uncp.edu or Patricia Cornette (patricia.cornette@uncp.edu)