Annual 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 New Disclosure.

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.

Not everyone may need to complete a COI disclosure.
While filling out a disclosure form, you may run into many different question types and form notifications, including:

**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.
Don't forget to click: You can add as many external organizations as you need to add by clicking:

(If you respond “Yes” to any question, there will be some additional related questions to respond to, please respond with as much detail as possible. You may receive a follow-up from OSRP regarding the possible need for a management plan.)

Attachment Point: Attachment points allow you to upload files relevant to your disclosure form by dragging the file into the container or clicking Upload.

If you have any system access questions please review Cayuse’s Help Center for guidance.

For information on modifying your disclosure: https://support.cayuse.com/hc/en-us/articles/360039723874-Modifying-Your-Disclosure-Form

For questions related to:

**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)