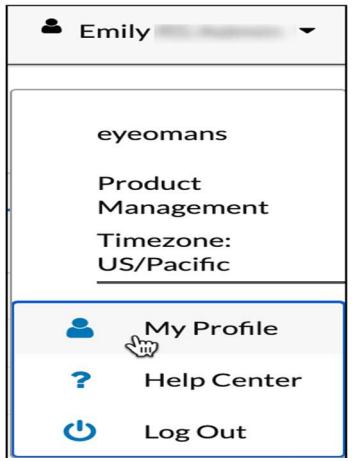
Starting Your Research-Based COI Disclosure Form in Cayuse

All investigators and key personnel named in a Cayuse SP application must complete the **Conflict of Interest** section prior to the proposal being submitted to the sponsor. **** At this time Cayuse does not send an automated email notifying them that this needs to be done.**** It is important everyone involved in a key role is aware of this and completes this step, so no proposal misses a deadline

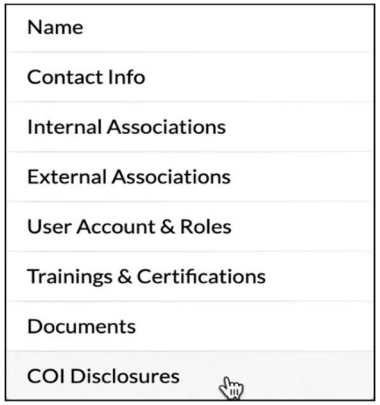
Please ensure that all approving parties know about the proposal and know the agreement you reached regarding allocation of credit and time/effort devoted to the project be sure what is stated is consistent with your expectation.

Completing Research-Based/Project-Specific COI information:

1) From your profile in upper right-hand corner,

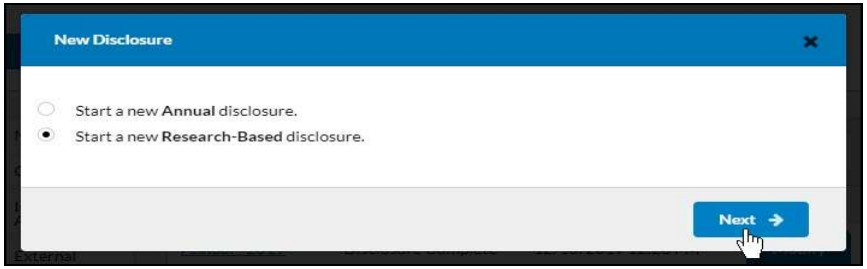


2) In the left-hand menu, click COI Disclosures.



3) Click on

4) Choose a Research-Based Disclosure and click Next.



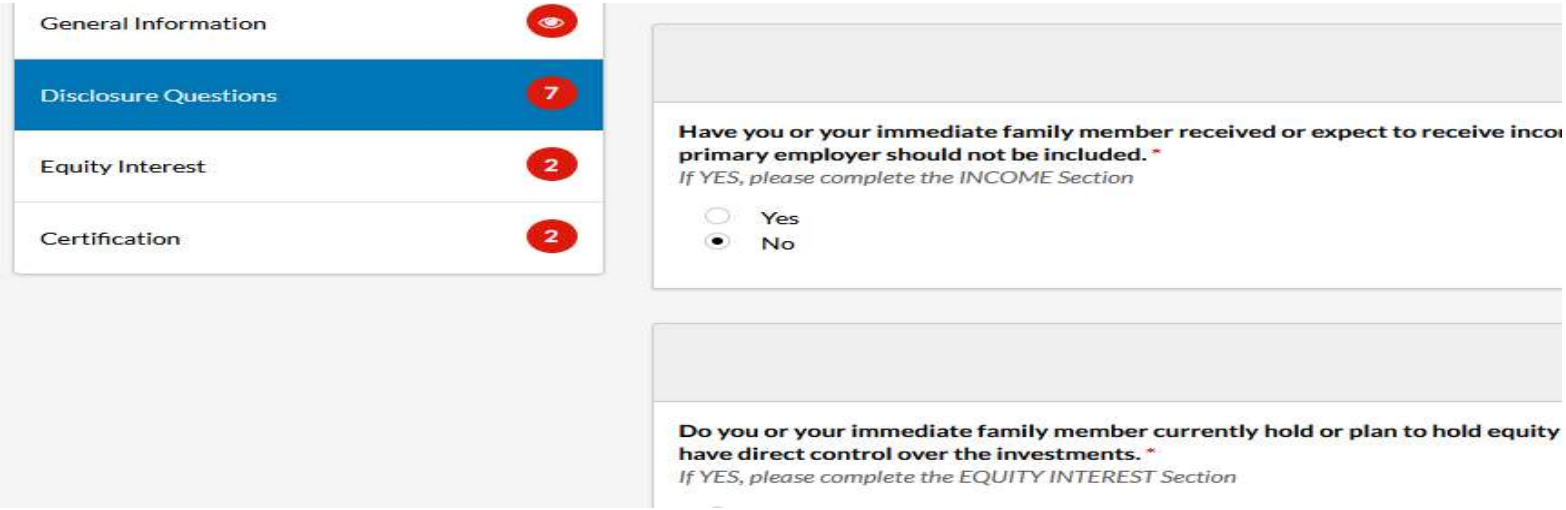
5) Please note, you will need to know the following information to complete the project specific COI. If you need our assistance locating this information, please email osrp@uncp.edu.

1. Cayuse SP Proposal Number
2. Project Title
3. Sponsor
4. Your Role on the Project

You can now begin filling out your form.

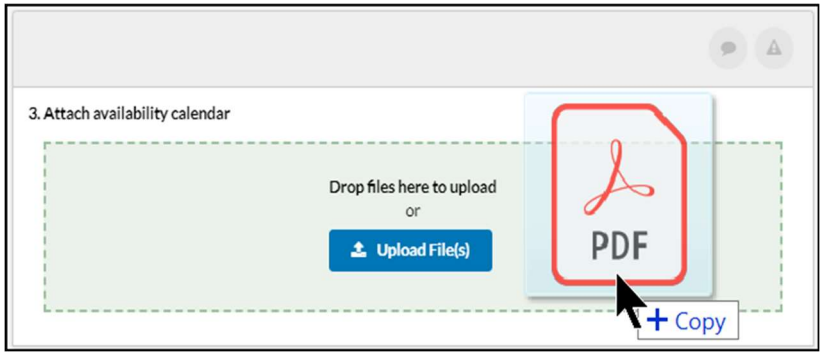
TIP: If you are part of a team in which the Principal Investigator is from another unit and that unit is charged with routing the Cayuse application, make sure you complete your project-related COI! Directions on how to do so are available here. This involves using the module Cayuse Outside Interests, further explained below.

As you answer questions, new sections relevant to the type of disclosure being completed will appear on the left-hand side. Therefore, not all sections may appear. You do not have to finish the application in one sitting. All information can be saved. (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.)

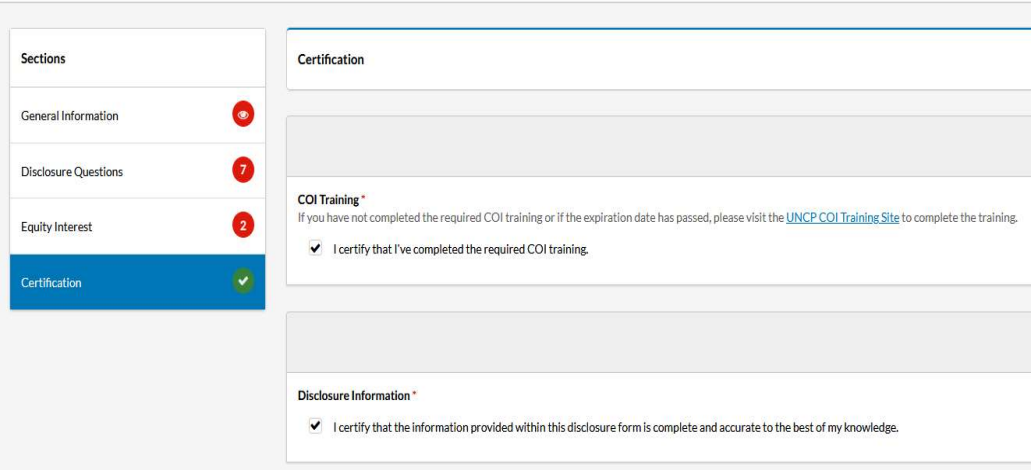


(If you respond "Yes" to any question, there will be some additional related questions to respond to, please respond with as much detail as possible. You may receive a follow-up from OSRP regarding the possible need for a management plan.)

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



Once you're done you'll need to acknowledge and certify. And select "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.

**Reminder: if you are NOT the PI, but are co-investigator or other key personnel, you are not included in the Cayuse SP routing (approval) process, but review and approval is needed from your department Chair and from your Dean. **

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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)

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