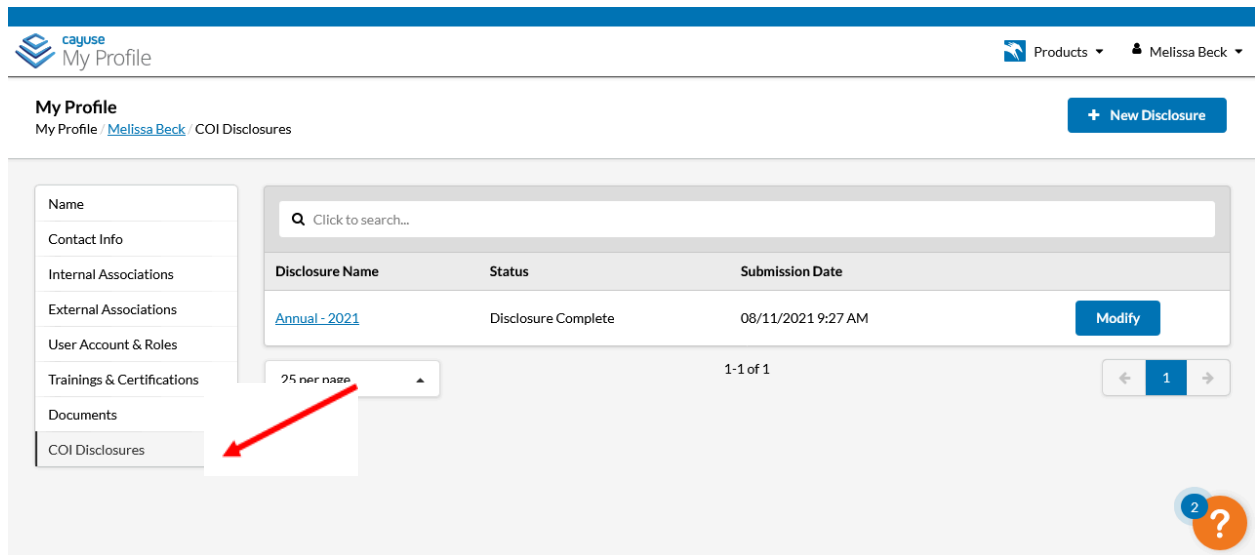


Step by step instructions for submitting your Annual COI disclosure

due each year in September.

When you login to the system, you will land on the Cayuse Outside Interests homepage. Click “**COI Disclosures**” on the bottom left-hand side of the screen



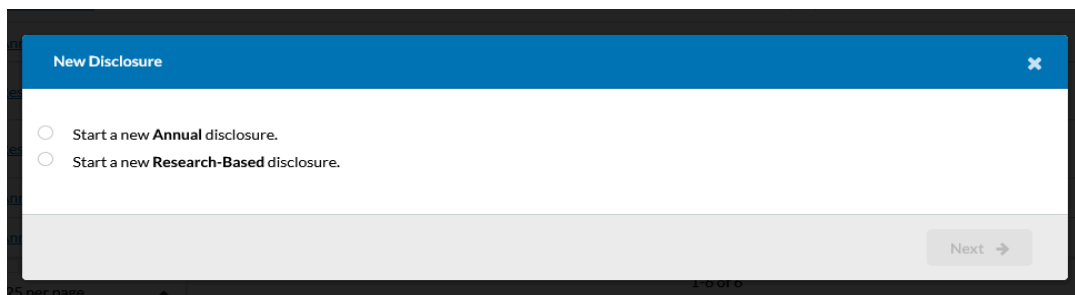
Start by Going to the [Cayuse Outside Interests](#) page and click on the **Outside Interest** Login (under the horse). Once you’re logged in, follow the steps below:

Click the “New Disclosure” button on the top right

+ New Disclosure

Click the disclosure type – **Annual Disclosure** (Not Research-Based)

IMPORTANT: If submitting an External Professional Activities for Pay (EPAP) disclosure, click “Annual Disclosure” to be directed to the EPAP form



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

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Profile / Peter Professor / COI Disclosures / Disclosure Form

Save Submit

Sections

- General Information 0
- Disclosure Questions 5
- Certification 1

Disclosure Questions

Previous Next

Type of Disclosure: *

Please Identify whether this is an Annual Disclosure or an External Professional Activity for Pay (EPAP) Disclosure

- Annual Disclosure or Updated Annual Disclosure
- EPAP Disclosure

What to disclose in the Annual COI Disclosure Process

Once a section is complete, a green checkmark will appear next to the section name

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Sections

- General Information 0
- Disclosure Questions ✓
- Certification 1

Disclosure Questions

Type of Disclosure: *

Please Identify whether this is an Annual Disclosure or an External Professional Activity for Pay (EPAP) Disclosure

- Annual Disclosure or Updated Annual Disclosure
- EPAP Disclosure

When the disclosure form is complete, you'll need to certify the disclosure

Profile
Profile: Peter Professor / COI Disclosures / Disclosure Form

Sections

- General Information
- Disclosure Questions
- Certification**

Certification

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.

I agree to the above certifications and acknowledgements

Save Previous

Once certified, click the "save" button, then "submit"

Profile
Profile: Peter Professor / COI Disclosures / Disclosure Form

Sections

- General Information
- Disclosure Questions
- Certification**

Certification

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.

I agree to the above certifications and acknowledgements

Save Submit Previous Next

Click "proceed" to submit the disclosure for review

Routing Confirmation

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.

I agree to the above certifications and acknowledgements

Are you sure you want to route your disclosure?

Cancel Proceed

The submitted disclosure will then appear on your COI Disclosure page

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[+ New Disclosure](#)

- Name
- Contact Info
- Internal Associations
- External Associations
- User Account & Roles
- Trainings & Certifications
- Documents
- COI Disclosures

Click to search...

Disclosure Name	Status	Submission Date	
Annual - 2021	Disclosure Complete	06/16/2021 3:52 PM	
Annual - 2021	Under Pre-Review	06/10/2021 12:55 PM	
Annual - 2021	Under Pre-Review	06/10/2021 12:52 PM	
Research-Based Disclosure	Disclosure Complete	06/10/2021 12:39 PM	Modify
Research-Based Disclosure	Disclosure Complete	06/10/2021 12:37 PM	Modify
Annual - 2021	Under Pre-Review	04/29/2021 12:28 PM	
Annual - 2021	Disclosure Complete	04/22/2021 12:47 PM	

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