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

| y Profile y Profile / <u>Melissa Beck</u> / COI E | Disclosures | | | + New Disclosure |
|---|-------------------|---------------------|--------------------|------------------|
| Name | Q Click to search | | | |
| Internal Associations | Disclosure Name | Status | Submission Date | |
| External Associations | Annual - 2021 | Disclosure Complete | 08/11/2021 9:27 AM | Modify |
| User Account & Roles | | | | |
| Trainings & Certifications | 25 per page | | 1-1 of 1 | ← 1 ÷ |
| Documents | | | | |
| COI Disclosures | | | | |

Start by Going to the <u>Cayuse Outside Interests</u> 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)

<u>IMPORTANT</u>: 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 Profile / <u>Peter Professor</u> / <u>COI Disclosures</u> / C | lisclosure Form | 🖺 Save 🖪 Submit |
| Sections | Disclosure Questions | Previous Next |
| General Information | | |
| Disclosure Questions 5 | | |
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Once a section is complete, a green checkmark will appear next to the section name

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

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

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Click "proceed" to submit the disclosure for review

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| Are you sure you want to route your |
| disclosure? |
| Cancel Proceed |
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The submitted disclosure will then appear on your COI Disclosure page

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| Internal Associations | Disclosure Name | Status | Submission Date | |
| External Associations | <u>Annual - 2021</u> | Disclosure Complete | 06/16/2021 3:52 PM | |
| User Account & Roles | Annual - 2021 | Under Pre-Review | 06/10/2021 12:55 PM | |
| Trainings & Certifications | <u>Annual - 2021</u> | Under Pre-Review | 06/10/2021 12:52 PM | |
| COI Disclosures | 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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