

Please know that before your proposal can be submitted, we'll need a conflict-of-interest disclosure from your entire team because you will be part of the implementation of this project if it is awarded. It **must** be completed before the proposal can be submitted by the deadline.

Here are some step-by-step instructions.

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

Now click on new disclosure and choose **Research-Based Disclosure**. (Not Annual)

The screenshot shows the 'Proposal Information' form in the Cayuse system. The form is divided into sections, with 'Proposal Information' being the active section. The 'Proposal Information' section contains the following fields:

- Cayuse SP Proposal Number\***: A text input field with a placeholder 'Format: XX-XXXX-XXXX'.
- Project Title\***: A text input field.
- Sponsor\***: A text input field.
- Project Role\***: A dropdown menu with the text 'Select a value...'.

To complete the Proposal Information Section, you will need the following information from Cayuse SP:

Cayuse SP Proposal Number: \_\_\_\_\_ (eg. 22-0001)  
Project Title: \_\_\_\_\_ (eg. Exercise sweat chemical analysis)  
Sponsor: \_\_\_\_\_ (eg. National Institutes of Health (NIH))  
Project Role: \_\_\_\_\_ (eg. Project Manager)

Most of this information can be found on the General Tab in Cayuse SP:

The screenshot shows the 'Proposal Administration' page in the Cayuse system. The page displays the following information:

- Proposal:** 22-0001
- Sponsor:** National Institutes of Health (NIH)
- Submission Deadline:** 2/26/2021
- Project:** Exercise sweat chemical analysis
- Prime Sponsor:** HHS NIH National Center for Complementary and Integrative Health (NCCIH)
- Proposed Begin-End Dates:** 6/07/2021 - 7/29/2022
- Lead PI:** Lisa Goble
- Instrument Type:** NIH Grant
- Proposed Total Amount:** \$100,000.00
- Admin Unit:** Kinesiology
- Specialists:** (empty)

The 'General' tab is selected, showing the following fields:

- Proposal Type:** New
- Admin Unit:** Kinesiology
- Initial Funds Requested:** \$100,000.00
- Total Funds Requested:** \$100,000.00
- Admin Office:** Office of Sponsored Programs
- Status:** In Draft/Not Submitted for Routing
- Parent Project:** (empty)
- Proposal Owner:** Lisa Goble
- Proposal Specialist:** (empty)
- Contract Specialist:** (empty)
- Approving Person:** (empty)
- Sponsor-Assigned Proposal No.:** (empty)

The project role can be found on the Investigators/Research Team in Cayuse SP:

List of Personnel:

Person	Unit	Role	Sponsored Effort	Cost Shared Effort	Total Effort	Allocation of Credit	Person Months		
Lisa Goble	Office of Research Integrity (ORC)	Lead Principal Investigator	15%	0%	15%	10%	5	<a href="#">Edit</a>	<a href="#">Delete</a>
Valera Francis	Sponsored Programs (RSS)	Principal Investigator	5%	0%	5%	0%	2	<a href="#">Edit</a>	<a href="#">Delete</a>
Melissa Beck	Office of Research Integrity (ORC)	Project Manager	10%	0%	10%	0%	4	<a href="#">Edit</a>	<a href="#">Delete</a>
Deana Hasty	Dean's Office - ED (SOE)	Investigator	0%	0%	0%	0%	0	<a href="#">Edit</a>	<a href="#">Delete</a>

Answer the questions:

(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 the ORI regarding the possible need for a management plan.)

#### Technology & Commercialization



To the best of your knowledge, are there any entities, other than the sponsor, that: \*

- A. Own a product, process or technology evaluated in this project.
- B. Have the right to commercialize a product, process or technology evaluated in this project.
- C. Are involved in this project as a sub-contractor, lessor, consortium member, sub recipient, vendor, or providing cost share support.
- D. You have a relationship with and whose financial interests could be affected by this research.

- Yes
- No

#### External Income



Have you or your family received or expect to receive income, royalties, personal gifts, loans, gratuities or anything of value from an entity or vendor related to this activity? \*

Income from your primary employer should not be included.

- Yes
- No

## Equity Interests



Do you or a family member currently hold or plan to hold equity interest in an entity or vendor related to this activity? \*

Please exclude mutual funds and blind trust funds from your answer unless you have direct control over the investments.

- Yes
- No

## External Positions



Do you or a family member hold a position, appointment, or affiliation, paid or unpaid, with an entity or vendor external to UNCG? \*

- Yes
- No

## Intellectual Property



Are you or a family member an inventor on licensed (or under negotiation) Intellectual Property being evaluated or used in this project/activity? \*

### Intellectual Property Rights Definition

- Intellectual Property (IP) in which you or your family members, have an existing or proposed licensing interest.
- IP rights held (or in negotiation) for a pending or issued patent in which you or your family members are listed as inventors.
  - Excluding IP held by UNCG.

- Yes
- No

## Entity IP Rights



Does any entity involved in this project currently hold rights or negotiating rights to additional IP for which you or your family members are listed as inventors? \*

### Intellectual Property Rights Definition

- Intellectual Property (IP) in which you or your family members, have an existing or proposed licensing interest.
- IP rights held (or in negotiation) for a pending or issued patent in which you or your family members are listed as inventors.
  - Excluding IP held by UNCG.

- Yes  
 No

## Other Support

Previous

Next

Do you have other support, contractual or otherwise, direct or indirect, including current and pending private and public sources of funding or income, both foreign and domestic, that is not administered through UNCG? \*

For researchers other support includes all resources (specific to this proposal and sponsor) made available to a researcher in support of and/or related to all of their professional R&D efforts, including resources provided directly to the individual rather than through the research institution, and regardless of whether or not they have monetary value. Includes: foreign and domestic sources, in-kind (lab/office space, equipment, supplies, equipment); gifts with terms/conditions; financial support for lab personnel; students/visiting researchers supported by outside sources.

- Yes  
 No

## Additional Information



Do you have any additional information that is relevant to this disclosure? \*

- Yes  
 No

Now you'll need to acknowledge and certify:

## Acknowledgement & Certification



### Conflict of Interest (COI) Training \*

Instructions on how to access COI Training can be found at this [LINK](#).

- I certify that I have completed or will complete the required COI Training prior to the utilization of any funds for this project



### Certification \*

- I certify that the information provided above is complete and accurate to the best of my knowledge.

Here's a link to a short training video if you need it.

- <https://www.youtube.com/watch?v=dmDkOgQTGoA&t=1423s>