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)

![Cayuse Outside Interests](image)

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:

![Cayuse SP Proposal Information](image)
The project role can be found on the Investigators/Research Team in Cayuse SP:

<table>
<thead>
<tr>
<th>Person</th>
<th>Unit</th>
<th>Role</th>
<th>Sponsored Effort</th>
<th>Cost Shared Effort</th>
<th>Total Effort</th>
<th>Allocation of Credit</th>
<th>Person Months</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lisa Dodge</td>
<td>Office of Research Integrity (ORC)</td>
<td>Lead Principal Investigator</td>
<td>10%</td>
<td>0%</td>
<td>10%</td>
<td>10%</td>
<td>5</td>
</tr>
<tr>
<td>Valeria Franco</td>
<td>Sponsored Programs (SPS)</td>
<td>Principal Investigator</td>
<td>0%</td>
<td>0%</td>
<td>0%</td>
<td>0%</td>
<td>2</td>
</tr>
<tr>
<td>Melissa Ruck</td>
<td>Office of Research Integrity (ORC)</td>
<td>Project Manager</td>
<td>10%</td>
<td>0%</td>
<td>10%</td>
<td>0%</td>
<td>4</td>
</tr>
<tr>
<td>Diana Haity</td>
<td>Dean's Office - ED (BOE)</td>
<td>Investigator</td>
<td>0%</td>
<td>0%</td>
<td>0%</td>
<td>0%</td>
<td>0</td>
</tr>
</tbody>
</table>

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
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.

 polluted Yes
 polluted No
Now you'll need to acknowledge and certify:

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