

## Step by step instructions for submitting your EPAP disclosure due at least 10 days prior to the engagement activity.

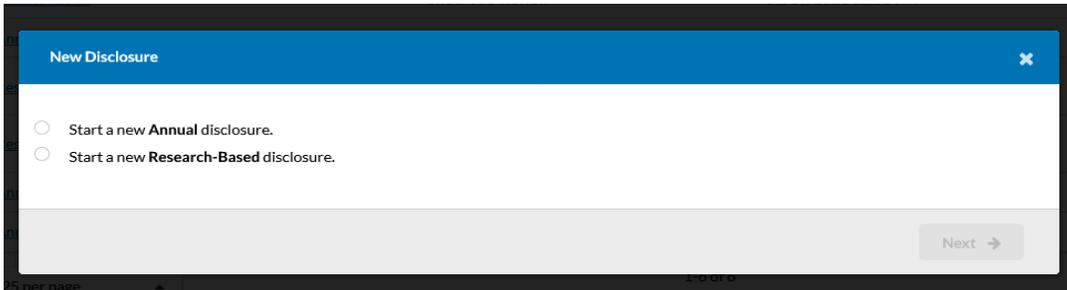
Start by Going to the [Cayuse Outside Interests](#) page and click on the **Outside Interest** Login (under the horse). Once you're logged in, follow the steps below:

Click the "New Disclosure" button on the top right

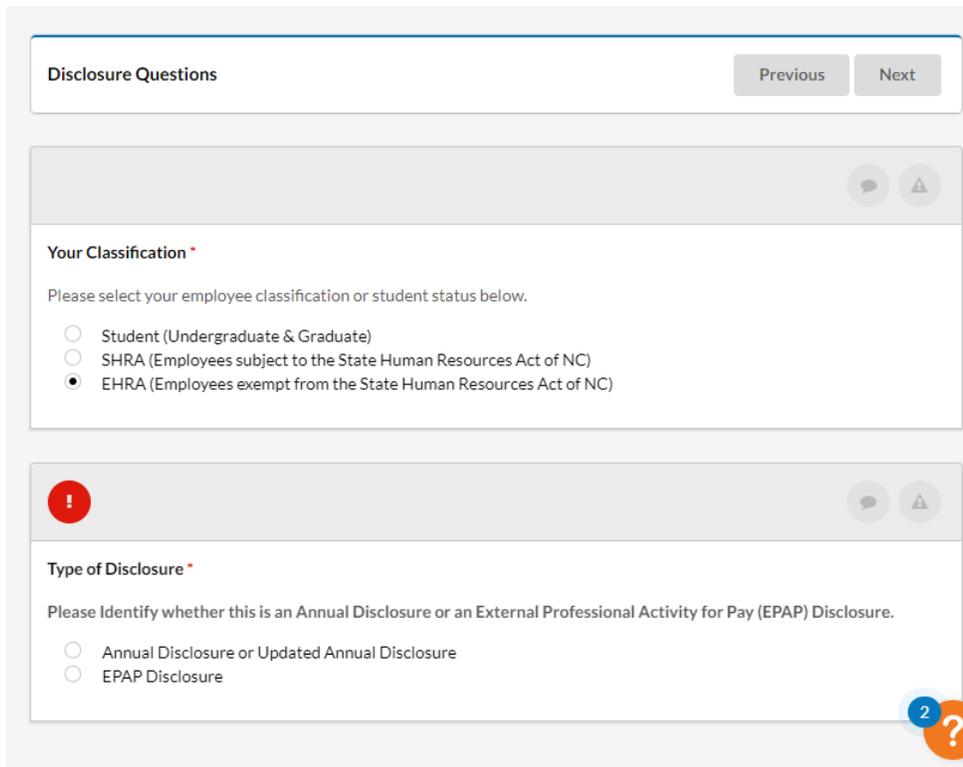
A blue rectangular button with a white plus sign icon and the text "New Disclosure" in white.

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

A screenshot of a "New Disclosure" form. The form has a blue header with the text "New Disclosure" and a close button (X). Below the header, there are two radio button options: "Start a new Annual disclosure." and "Start a new Research-Based disclosure." At the bottom right of the form, there is a "Next" button with a right-pointing arrow.

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

A screenshot of a "Disclosure Questions" form. The form has a header with the text "Disclosure Questions" and two buttons: "Previous" and "Next". Below the header, there are two sections. The first section is titled "Your Classification \*" and contains the text "Please select your employee classification or student status below." followed by three radio button options: "Student (Undergraduate & Graduate)", "SHRA (Employees subject to the State Human Resources Act of NC)", and "EHRA (Employees exempt from the State Human Resources Act of NC)". The second section is titled "Type of Disclosure \*" and contains the text "Please Identify whether this is an Annual Disclosure or an External Professional Activity for Pay (EPAP) Disclosure." followed by two radio button options: "Annual Disclosure or Updated Annual Disclosure" and "EPAP Disclosure". In the bottom right corner of the form, there is a blue circle with the number "2" and an orange circle with a question mark.

Once you've chosen your \*Classification you'll see Type of Disclosure. Click to chose EPAP. Then click next to proceed to the next page.

Answer all questions

External Professional Activities for Pay Previous Next

**!**

During the period of your regular contract with UNCG (e.g., 9-month, 12-month), do you expect to engage in any outside professional activities that are related to your university responsibilities and in which you expect to receive income of \$5,000 or more? \*

If not, there are no further questions. If Yes, you must answer the additional questions below and you must have review and approval ten days prior to engagement in that activity from your departmental supervisor.

Yes  
 No

Note\* If you've answered NO to this question then you've completed your disclosure. If you've answered Yes, then you'll need to continue answering questions to the best of your knowledge.

Click Add a Relationship to continue.

[+ Add New Relationship](#)

Then you will need to select the external organization from the list, you can search for key terms, click on the organization to select & save.

External Org Finder

Click to search...

Name
(CADSAO) Cabinet de Developpment des Statistiques et d'Appui aux Organisations
(NASCAR) National Association for Stock Car Auto Racing, Inc
(RDU) Raleigh-Durham International Airport
100 Black Men of America
100 Resilient Cities

Prev 1-5 of 29331 Next

Selected Records

Name
No entries.

Cancel [+ Request New External Org](#) Save

Continue to answer all questions. Please be sure to indicate your primary supervisor in question #11, this person will be the one to approve this activity.

If needed click Add New Relationship to add a new organization, if not click next at the top of the page to Certify the disclosure.

**!**

Please select the organization and answer the questions below.

Please select "Add New Relationship" and answer questions for each organization for which you will be working with.

[x Delete Relationship](#)

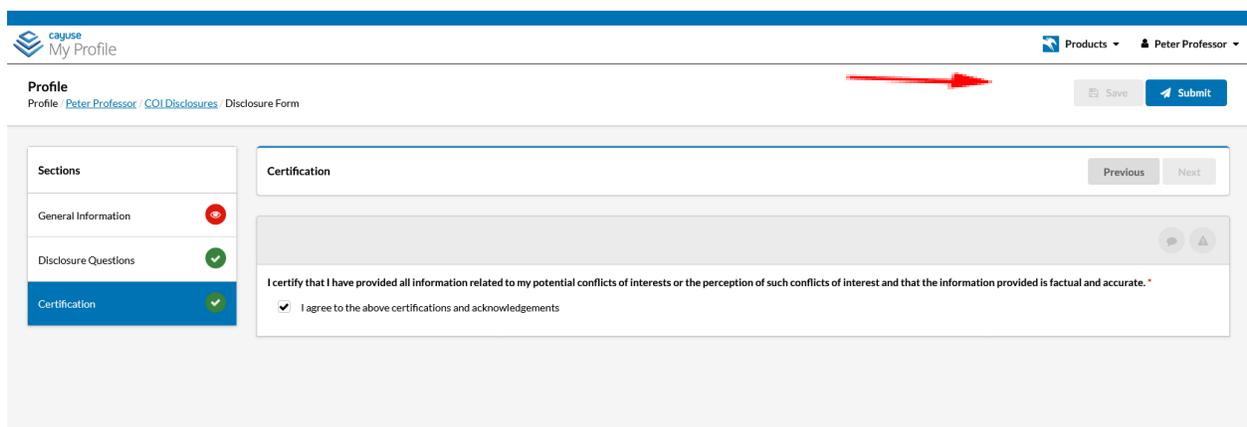
Select Organization \*

No external organization selected. [Find external organization.](#)

1. How many outside jobs or independent contracts do you expect to complete UNCG?

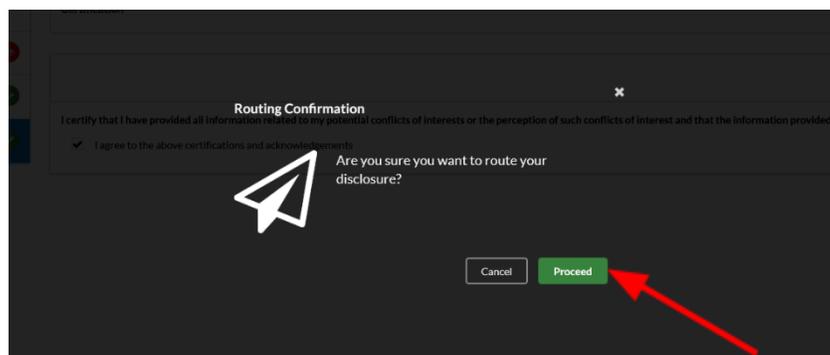
Please attach any relevant documents at the bottom of this page. This may include approval from your supervisor, contracts, agreements, or any other document relevant to the activities disclosed above.

**Once certified, click the “save” button, then “submit”**



The screenshot shows the 'My Profile' page with the 'Certification' section active. The 'Save' button is highlighted with a red arrow. The 'Certification' section contains a text area with the following text: "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." Below this text is a checked checkbox labeled "I agree to the above certifications and acknowledgements".

**Click “proceed” to submit the disclosure for review, the submitted disclosure will then appear on your COI Disclosure page**



The screenshot shows a 'Routing Confirmation' dialog box. The dialog box contains the following text: "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." Below this text is a checked checkbox labeled "I agree to the above certifications and acknowledgements". The dialog box asks "Are you sure you want to route your disclosure?" and has two buttons: "Cancel" and "Proceed". A white paper plane icon is positioned above the "Proceed" button, and a red arrow points to the "Proceed" button.