

## Guide for Users – Completing a Research-Based Disclosure in Cayuse

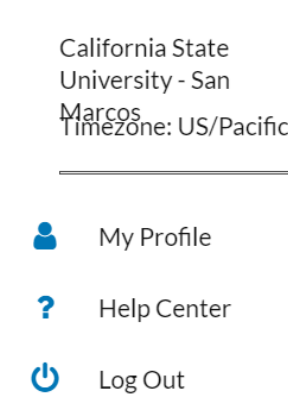
The following is intended to provide guidance on accessing, completing, and submitting a Research-Based Disclosure in Cayuse. As Cayuse is a new for CSUSM, and the Other Interests Module is the first to go live, we welcome any feedback you have in accessing and navigating the system.



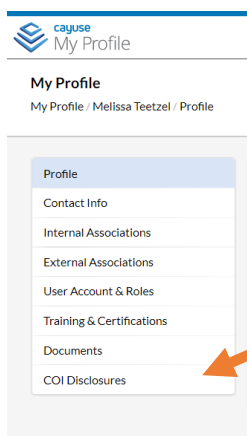
1. Go to <https://csusm.app.cayuse.com/>

2. Log in with CSUSM credentials (single sign on)

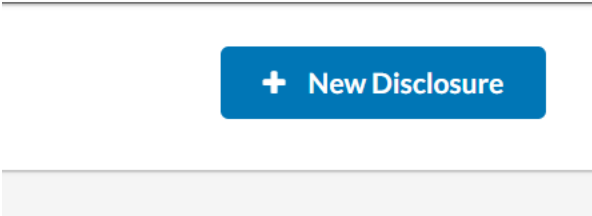
3. From upper right where your name appears, click the drop down select “My Profile”



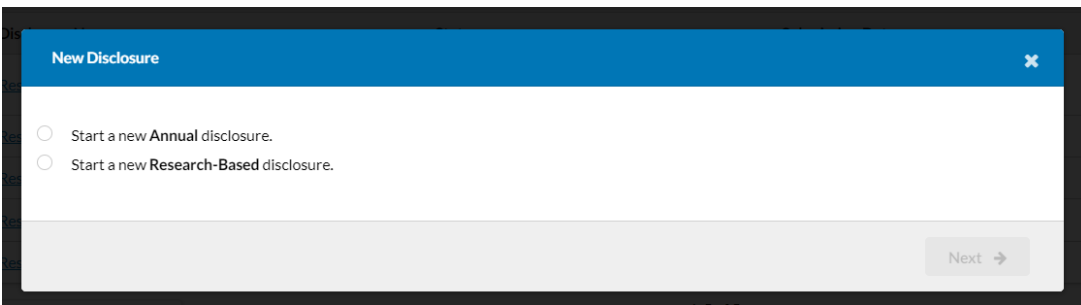
4. From My Profile, on the left hand navigation, select “COI Disclosures”



5. From COI Disclosures, select “New Disclosure” in upper right



6. Select “Start a new Research-Based Disclosure”



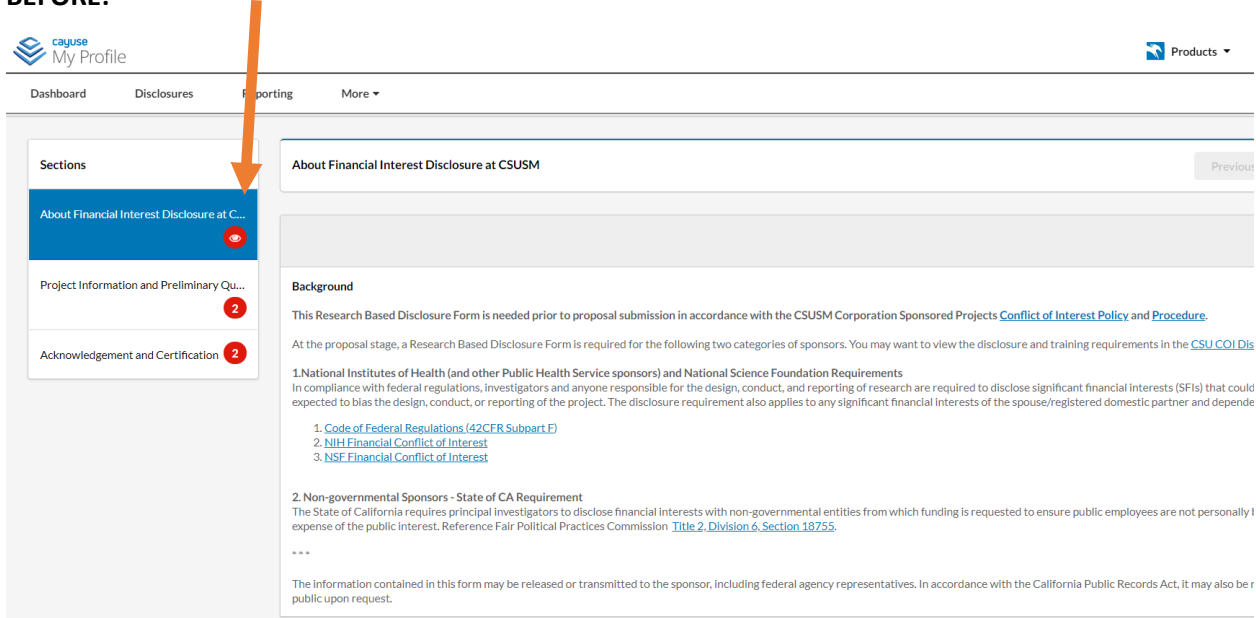
## RESEARCH-BASED DISCLOSURE FORM SECTIONS

### About Financial Interest Disclosure at CSUSM

The action on this page is to review the information.

\*\*\*Be sure to click on the navigation on the left where the red eye appears so that it turns to a green check mark see BEFORE and AFTER below

**BEFORE:**



My Profile Products

Dashboard Disclosures Reporting More

**Sections**

- About Financial Interest Disclosure at CSUSM (Red eye icon)
- Project Information and Preliminary Questions (2)
- Acknowledgement and Certification (2)

**About Financial Interest Disclosure at CSUSM** Previous

**Background**

This Research Based Disclosure Form is needed prior to proposal submission in accordance with the CSUSM Corporation Sponsored Projects [Conflict of Interest Policy](#) and [Procedure](#).

At the proposal stage, a Research Based Disclosure Form is required for the following two categories of sponsors. You may want to view the disclosure and training requirements in the [CSU COI Disclosure](#)

**1. National Institutes of Health (and other Public Health Service sponsors) and National Science Foundation Requirements**

In compliance with federal regulations, investigators and anyone responsible for the design, conduct, and reporting of research are required to disclose significant financial interests (SFIs) that could be expected to bias the design, conduct, or reporting of the project. The disclosure requirement also applies to any significant financial interests of the spouse/registered domestic partner and dependent children.

- [Code of Federal Regulations \(42CFR Subpart F\)](#)
- [NIH Financial Conflict of Interest](#)
- [NSF Financial Conflict of Interest](#)

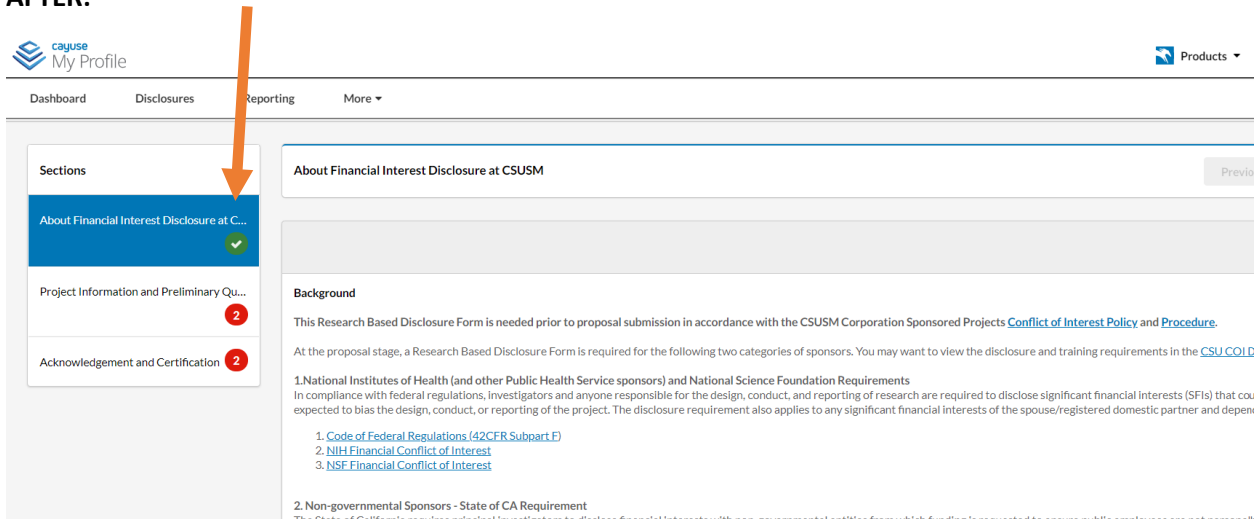
**2. Non-governmental Sponsors - State of CA Requirement**

The State of California requires principal investigators to disclose financial interests with non-governmental entities from which funding is requested to ensure public employees are not personally incurring the expense of the public interest. Reference Fair Political Practices Commission [Title 2, Division 6, Section 18755](#).

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The information contained in this form may be released or transmitted to the sponsor, including federal agency representatives. In accordance with the California Public Records Act, it may also be released to the public upon request.

**AFTER:**



My Profile Products

Dashboard Disclosures Reporting More

**Sections**

- About Financial Interest Disclosure at CSUSM (Green checkmark)
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**Project Information and Preliminary Information**

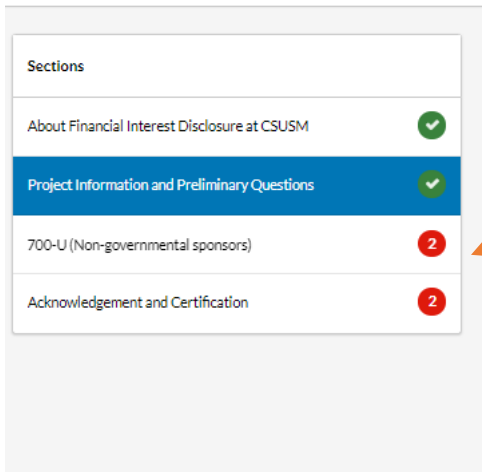
Select Submission Type “New Proposal” or “Competing Continuation”

Select Sponsor Type from NIH/Public Health Service, NSF, or Non-governmental

Additional fields populate depending on response

## NON-GOVERNMENTAL SECTION

1. If you select non-governmental for Sponsor Type, a section for the 700U will appear on the left navigation.



2. For “Select Organization from which you are REQUESTING funding” select “Add New Relationship”



3. “Find External Organization” to locate the non-governmental sponsor.



4. Enter the total amount of the request.

**Do not click “Add New Relationship” again as this will add another opportunity to add an organization.**

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## NIH/PHS and NSF FIELDS and SECTIONS

For those who select NIH/PHS or NSF, the following fields appear:

**1. There will be a text block on significant financial interests (what those entail and what it means for those to be related to your institutional responsibilities).**

**What to Disclose - Significant Financial Interests**

What is a "Significant Financial Interest"? (Select 'Yes' in the question below if any of the following applies)

Keep in mind, financial interest does not include (1) payments made by CSUSM or CSUSM Corporation (salary, royalties, honoraria, expense reimbursement or any other remuneration) or (2) an investment by a mutual fund, pension fund or other investment fund over which the investigator or his/her immediate family member does not exercise management of fund investment.

A Significant Financial Interest is anything of monetary value, including, but not limited to:

1. Income exceeding \$5,000, when aggregated, for an Investigator from a single Entity (Business, Public or Nonprofit) including salary, consultant payments, honoraria, royalty payments, dividend, loan, or any other payments or consideration with value. *Income from a public or nonprofit entity for seminars, lectures, teaching engagements, or service on advisory committees or review panels is exempt;*
2. Equity in the form of stock, stock options, real estate, loan to, or any other investment or ownership interest exceeding \$5,000 and or more than a 5% ownership interest in any single entity, for any one enterprise when aggregated for an Investigator and the Investigator's spouse/registered domestic partner and dependent children;
3. A management position such as board member, director, officer, partner or trustee held by the Investigator, the Investigator's spouse/registered domestic partner and/or dependent children; or
4. Intellectual property interest held by the Investigator, or Investigator's spouse/registered domestic partner or dependent children on a patent, patent application, or a copyright of software assigned or to be assigned to a party other than the CSU.

**What is a "Related" Financial Interest?**  
You are not required to disclose significant financial interests that are unrelated to your proposed research or institutional responsibilities. Investments that are unrelated to your research such as home or rental properties do not need to be disclosed.

The following examples are financial interests related to a sponsored project:

1. The Investigator is conducting a project where the results could be relevant to the development, manufacturing, or improvement of the products or services of the entity in which the Investigator has a financial interest;
2. The Investigator has a financial interest in an entity which might manufacture or commercialize a drug, device, procedure or any other product used in the project or that will predictably result from the project;
3. The Investigator has consulting income in his/her professional field that exceeds \$5,000 from a single entity during the prior twelve months.
4. The Investigator has a financial interest in an entity and the sponsored project proposes to subcontract a portion of the work, or lease property, or make referral of participants to, or make purchases from the entity; or
5. The Investigator has a financial interest in an entity that is part of a consortium or that will otherwise participate in the sponsored project.

Identified significant financial interests are reviewed to determine whether an Investigator has a Significant Financial Interest (SFI) related to the Investigator's institutional responsibilities that meets or exceeds the regulatory definitions of SFI. If an SFI or the appearance of a significant financial interest is determined, the Institutional Representatives may convene the Conflict of Interest Review Committee to make recommendations for the management of the conflict(s) as necessary.

**2. There will be a section that appears related to Foreign Support, as this is an area that these sponsors are monitoring.**

Sections	
About Financial Interest Disclosure at CSUSM	✓
Project Information and Preliminary Questions	1
Foreign Support	4
Acknowledgement and Certification	2

**3. For those who select NIH/PHS, there will be a text block on training, as we are strongly encouraging you to complete Financial Conflict of Interest Training at this time. If you complete training, there is also a field to upload your training certificate. (Note we are also encouraging NSF proposers to complete this training but it is not required for NSF.)**

**4. A "Yes" response to the question about Significant Financial Interests, will unlock additional sections on the left navigation for you to complete.**

About Financial Interest Disclosure at CSUSM	✓
Project Information and Preliminary Questions	✓
Salary	1
Ownership Interest	1
Consulting	1
Advisory Board Membership	1
Royalty Income	1
Board of Directors Income	1
Speaking Fees/Honoraria	1
Editorial/Autorship Fees	1
Professional Practice	1
Travel	1
Loans, Gifts, Favors	1
Immediate Family Member Employment	1
Other Outside Activities	1
Foreign Support	4
Acknowledgement and Certification	2

## ACKNOWLEDGEMENT AND CERTIFICATION

**All discloses complete the final section on acknowledgement and certification**

Acknowledgement and Certification

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**Conflict of Interest Policy and Procedure \***  
CSUSM Corporation [Conflict of Interest Policy and Procedure](#)

I acknowledge that I have read the CSUSM Corporation Sponsored Projects Conflict of Interest Policy and Procedure. I understand the disclosure requirements.

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**Certification \***

I certify under penalty of perjury that this is a complete disclosure of all my significant financial interests related to my institutional responsibilities and that I have used all reasonable diligence in preparing this Financial Interest Disclosure and that, to the best of my knowledge and belief it is true and complete.

**If you disclosed a significant financial interest, your form will be reviewed by OGSR. No further action is needed at this time.**

**For those with nothing to disclosed, the COI disclosure form is complete and not further action is needed at this time.**