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/](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

![New Disclosure Button]

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

![Research-Based Disclosure Form]

**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:

Select Submission Type “New Proposal” or “Competing Continuation”
Select Sponsor Type from NIH/Public Health Service, NSF, or Non-governmental

AFTER:

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).

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

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.
ACKNOWLEDGEMENT AND CERTIFICATION

All disclosees complete the final section on acknowledgement and certification

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.