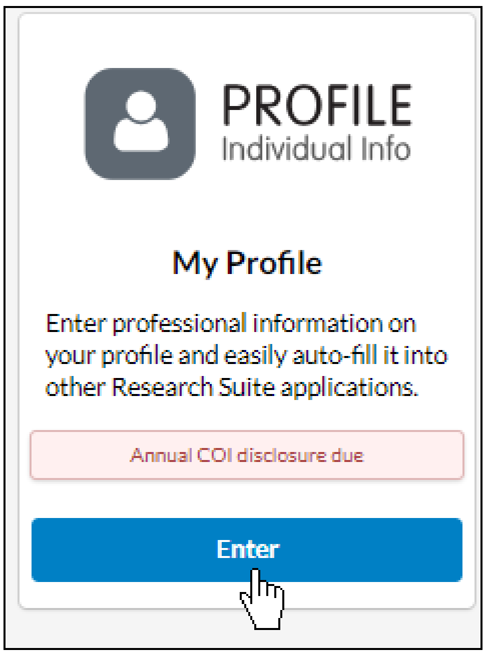
[Starting your disclosure] [Filling out your disclosure]

[Submitting your disclosure] [Modifying your disclosure]

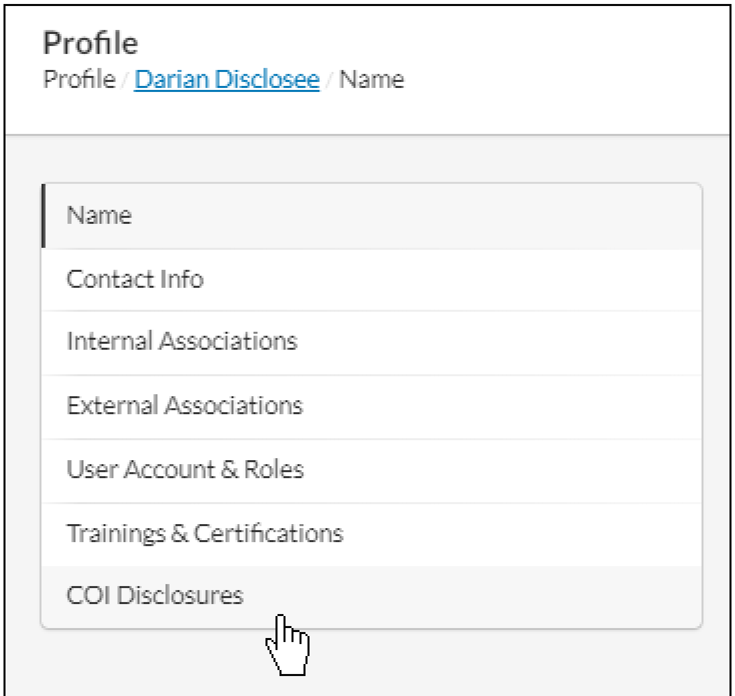
As a researcher/research staff, your Profile tile will let you know if you need to complete your Annual Disclosure, but you can also start a Research-Based disclosure from your Profile.

Starting Your Disclosure Form

1. On your Profile tile, click **Enter**. You can also click the red banner.

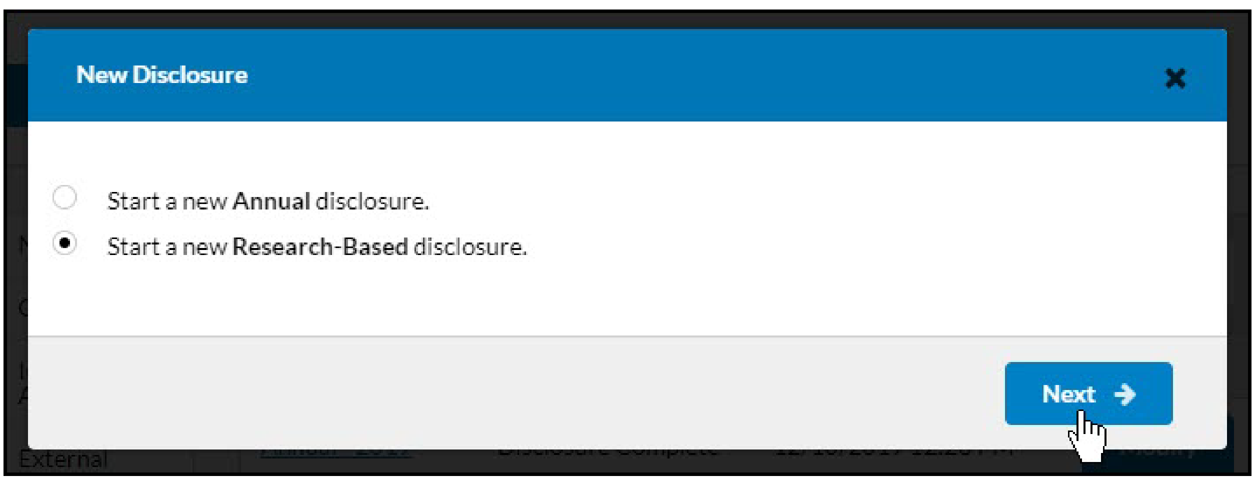


2. In the left-hand menu, click **COI Disclosures**.



3. Click on 

.
4. Choose whether you want to fill out an Annual Disclosure or a Research-Based Disclosure, and click **Next**.



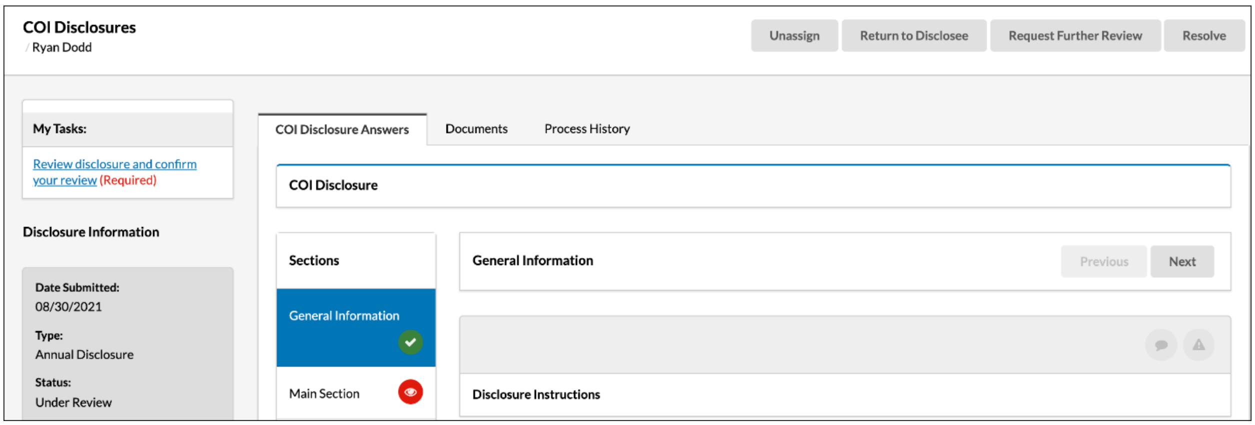
You can now begin filling out your form.

Filling Out Your Disclosure Form

While filling out a disclosure form, you may run into many different question types and form notifications.

Required Alert

If a question is required, it will be marked with a red icon. Completed questions will be marked with a green icon. The sections menu on the left-hand side will also show you how many required questions are currently unanswered within each section.



Help Text Alert

A  icon indicates that help text is available. You can access the help text by hovering over the icon.

Nested Questions and Sections

Some questions and sections will only appear if you answer a certain question, or answer a question in a specific way.

Significant Financial Interest

This question is required. You can click **Find external organization** to find organizations within the Cayuse database. Search for the organization, and then click on it to add it to the form. Don't forget to click 

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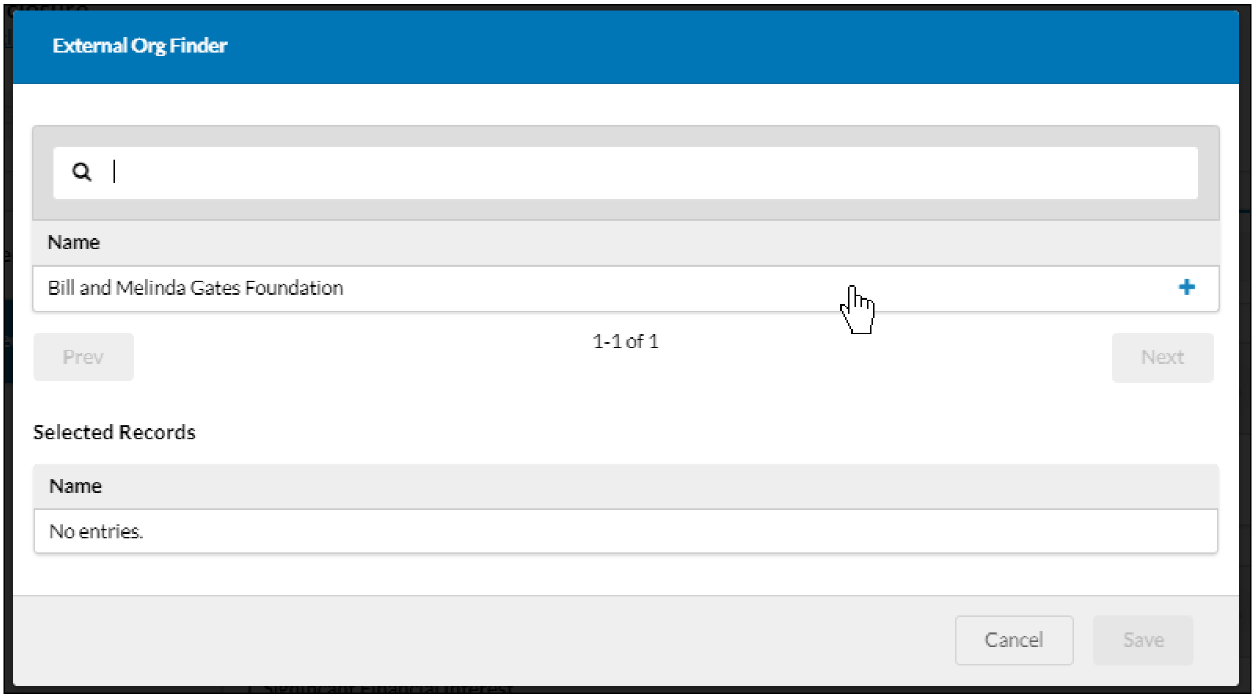

You can add as many external organizations as you need to add by clicking

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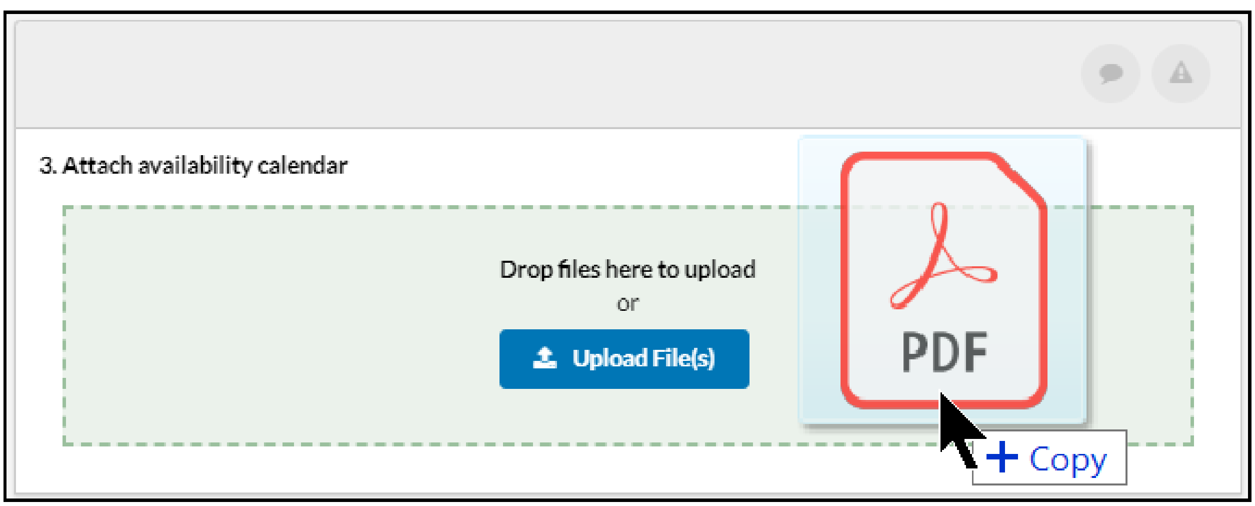
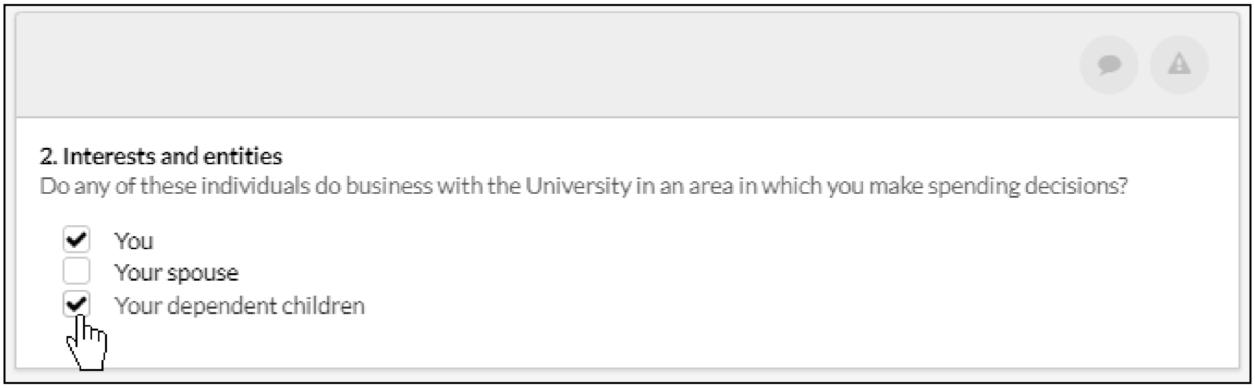
Attachment Point

Attachment points allow you to upload files relevant to your disclosure form by dragging the file into the container or clicking **Upload**.



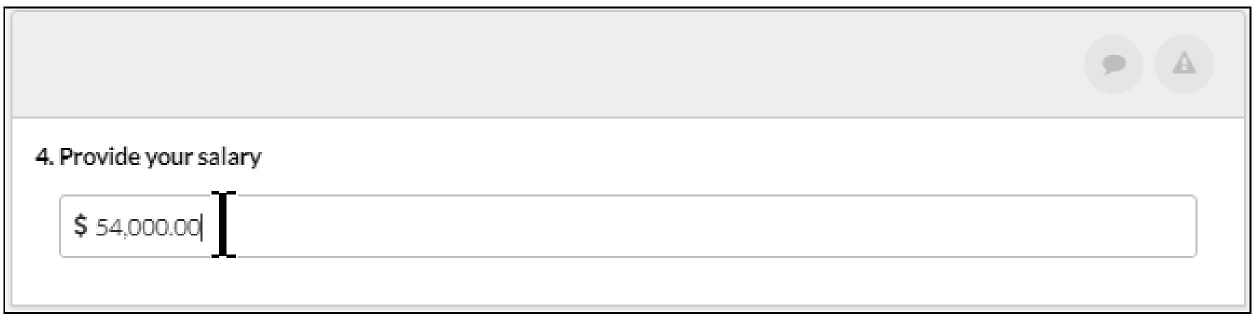
Check Box

With check boxes let you choose multiple answers to a question.



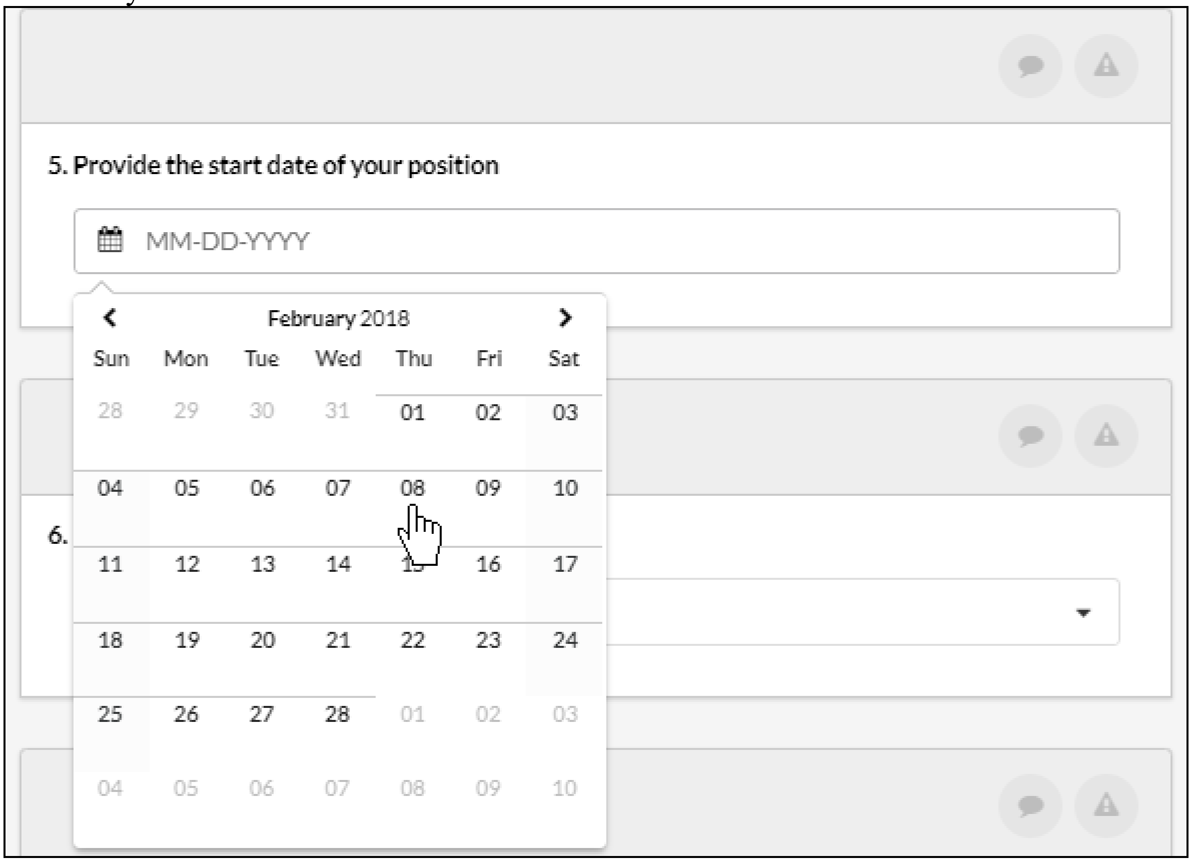
Currency Input

This question type provides a field where you can input a currency amount.



Date Input

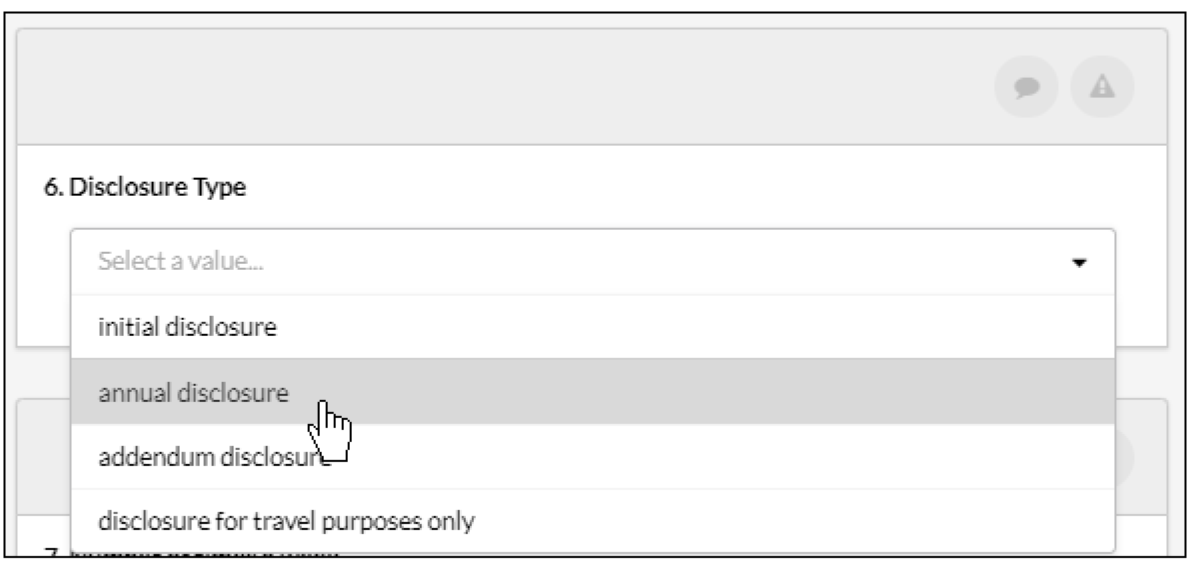
Clicking on a date field will generate a calendar where you can choose a specific date. You can also manually fill the date



in.

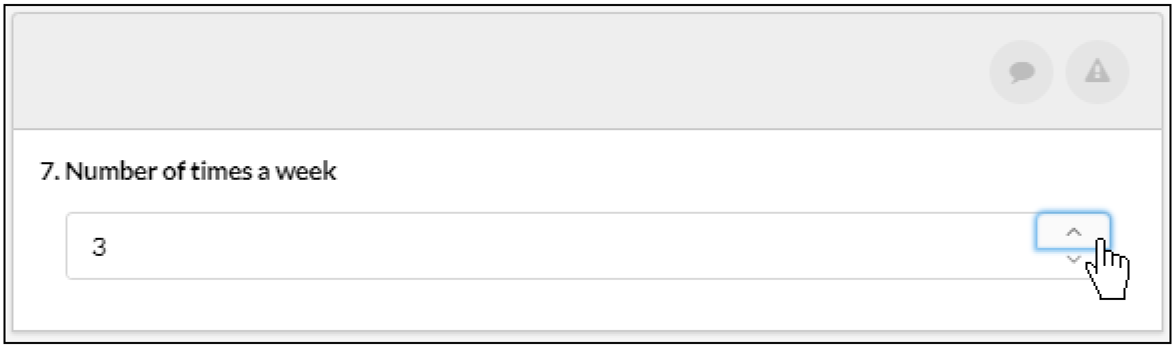
Dropdown

Dropdown questions allow you to select one answer from a drop-down list.



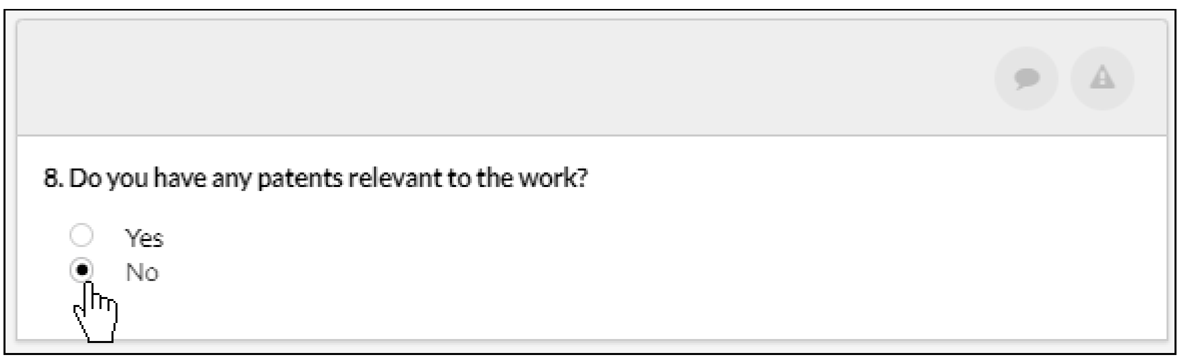
Numeric Input

By using the up and down arrows, you can input a numeric value as an answer to the question.



Radio Button

Like check box objects, radio button objects are a multiple-choice question. However, with this question type, You can only choose one answer.

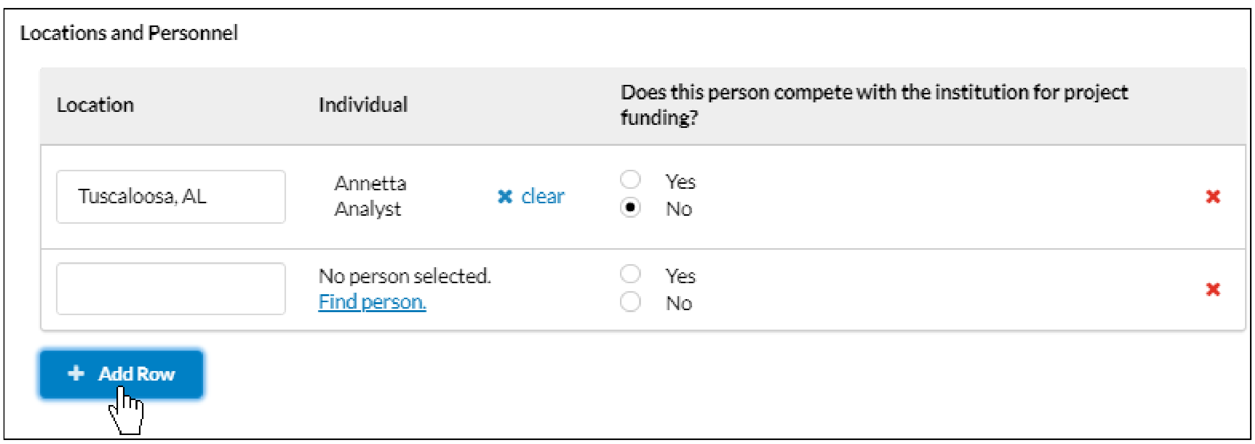


Rich Text Input

The rich text input object provides a text box that you can use to fill in your answer. The box has no character limit, and provides both font customizations and an option to hyperlink.

Table

If a question contains a table, it means that every input will have multiple fields for you to fill out. You can add another row to the table by clicking **Add Row**.



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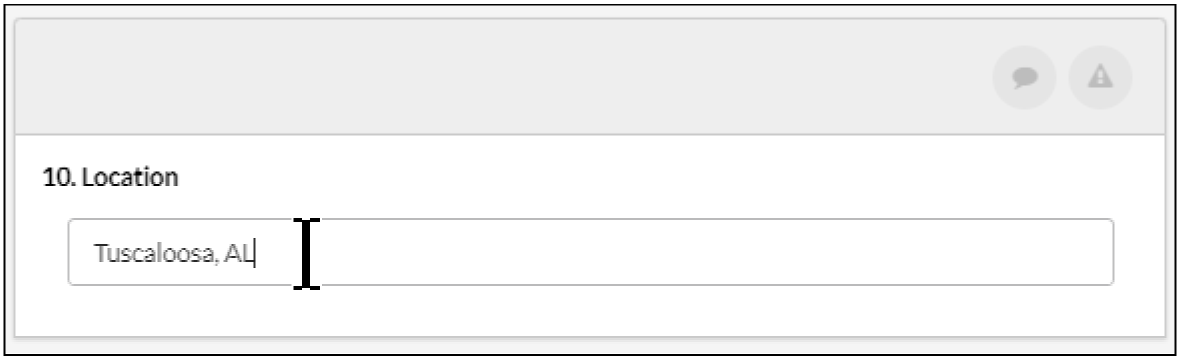
Text Input

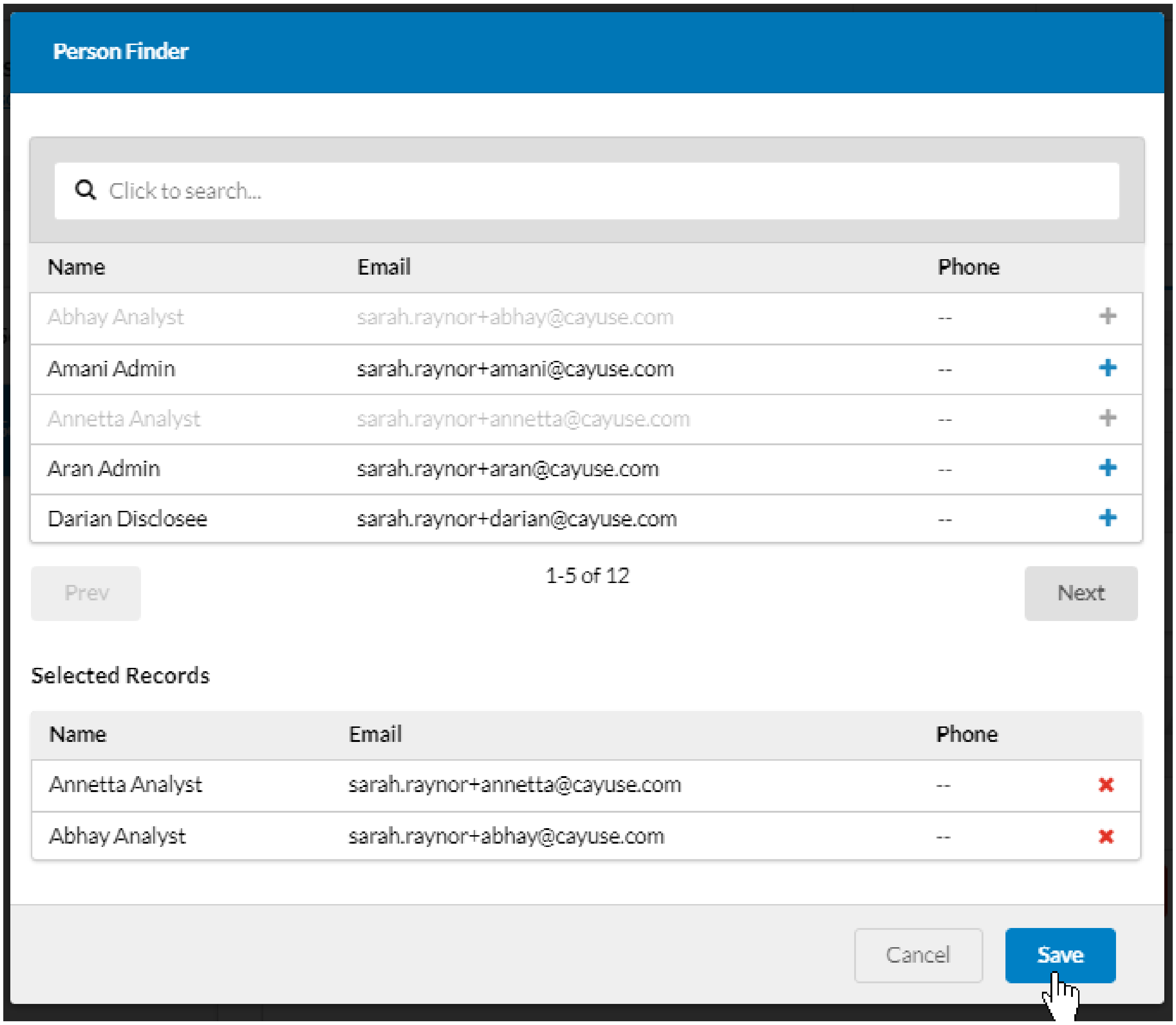
The text input field is for short answers, such as addresses or locations. This is a plain text field.



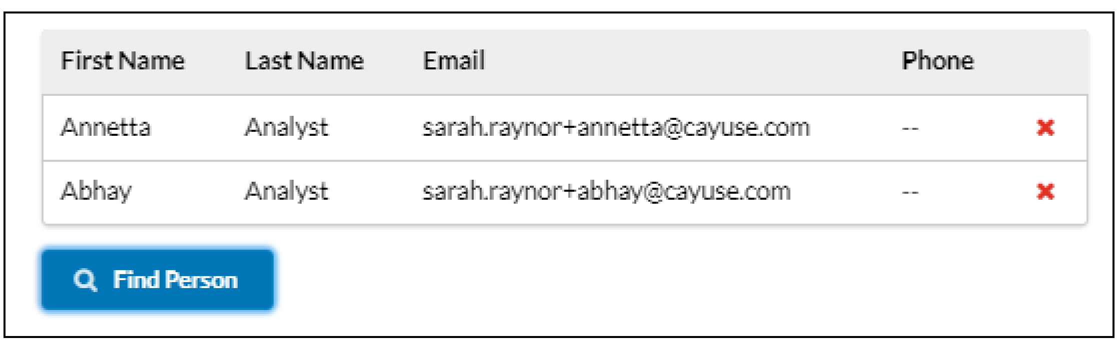
Finders

Finders allow you to search for people, organizations, or units within the Cayuse database. With finders, you don't have to manually input data, so there is less of a chance for errors.

Click on the **Find** button to search. You can add the person, organization, or unit by clicking the + next to their name. When you're finished, click Save.



Your selected records are now added to the form.

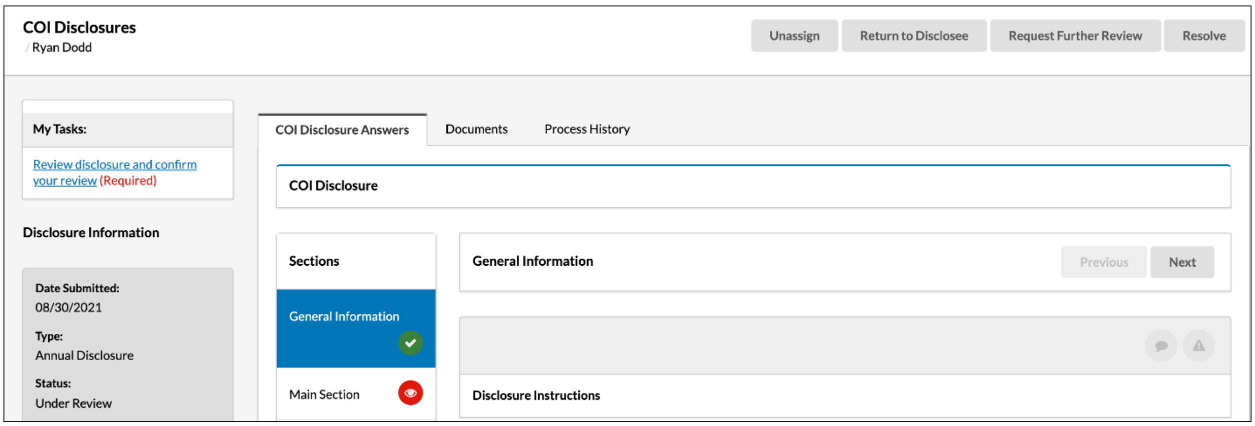


Submitting Your Disclosure Form

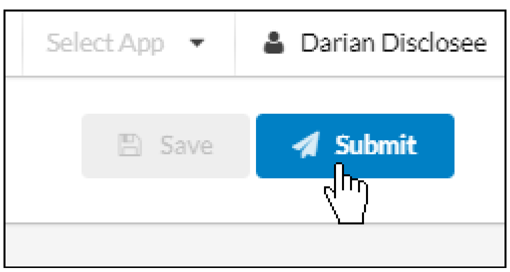
Once you are done filling out your disclosure form, you can submit your form for review.

Submitting Your Form

1. Begin and fill out your form.
2. Double check your form to make sure that you have answered all required questions. Unanswered required questions are marked with a red icon.



3. Click **Submit** in the upper left-hand corner.

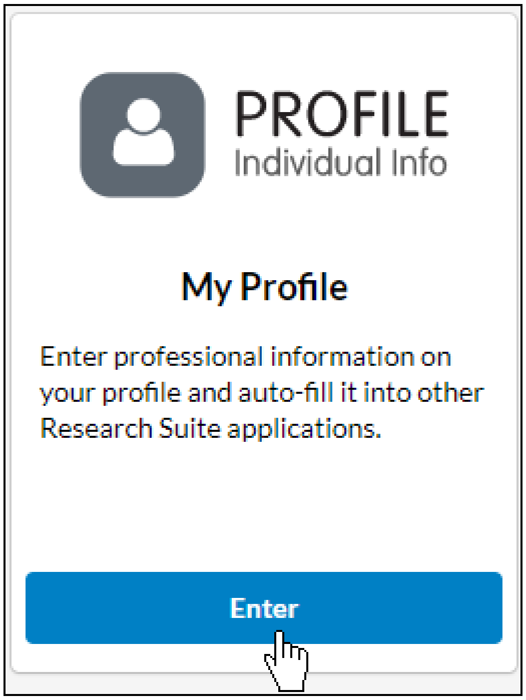


4. Confirm your submission by clicking **Proceed.**

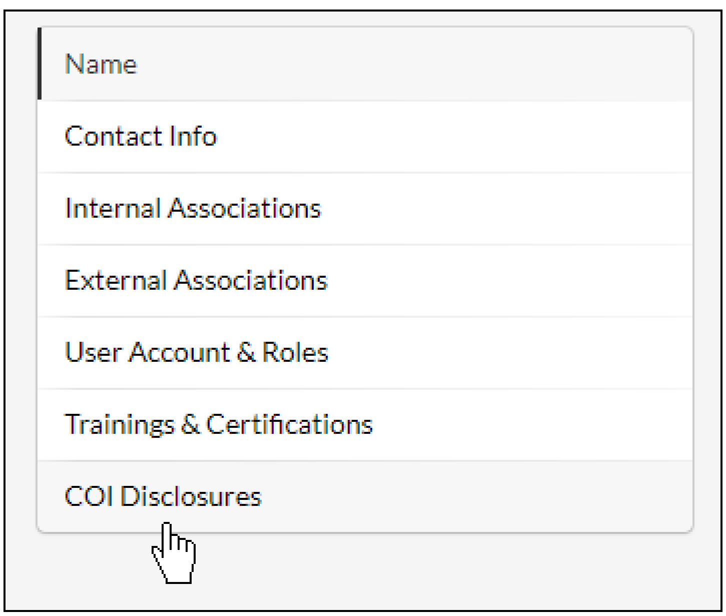
Modifying Your Disclosure Form

If your conflicts of interest change and you need to modify your disclosure, you can do so from your user profile.

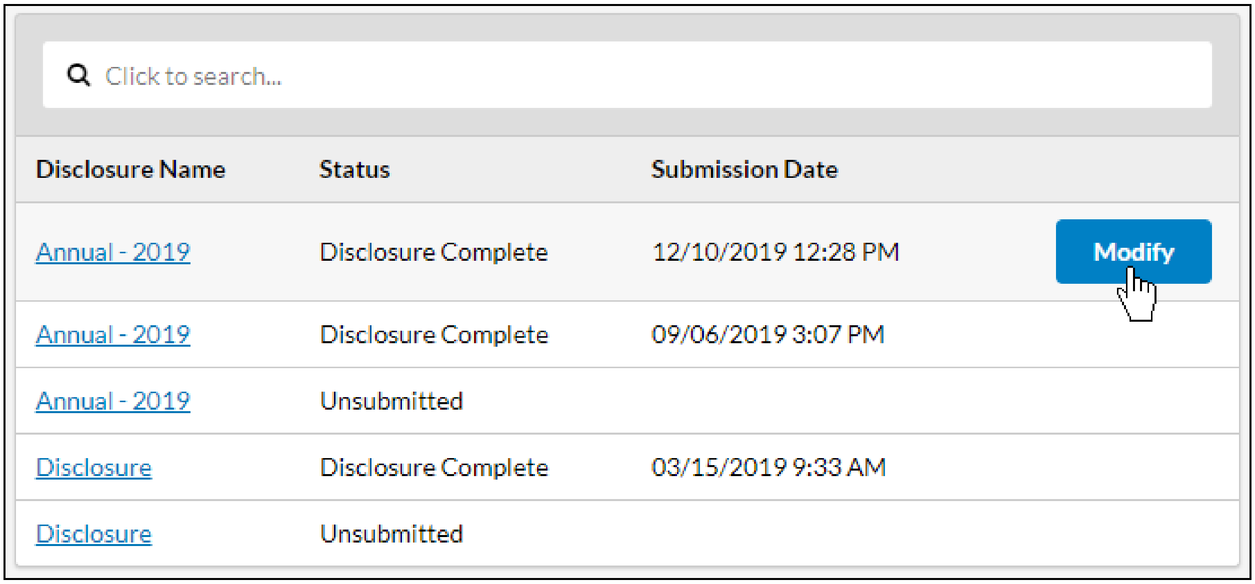
1. From the landing page, click on **My Profile**.



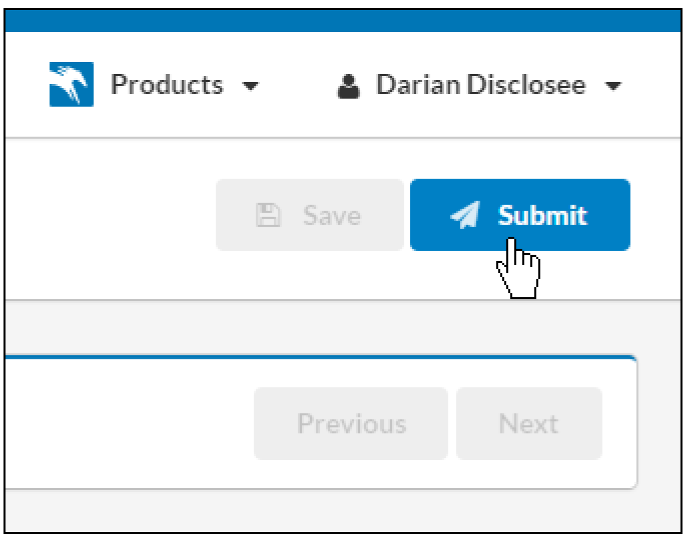
2. Click on **COI Disclosures**.



3. Next to your newest completed disclosure, click **Modify**. **Please note**: if you have any disclosures in the review process, you will not see the Modify button.



4. Modify any part of your disclosure that has changed, and click **Submit**.



Upon clicking Submit, your disclosure will go through the review process. You will receive an email when your disclosure has been resolved.

Please note: Upon deletion of an answer, you won't be able to retrieve your old response and will have to re-enter it if the deletion was a mistake.