

COI Disclosure – Annual Campaign Information

Wright State’s annual campaign for COI Disclosures will run from February 1, 2024 through February 29, 2024. During the campaign, researchers will receive weekly emails on Mondays. The email will be sent regardless of whether or not the disclosure has been completed. An example of the email’s text is shown below.

Hi Researcher

*It’s time to complete your Annual COI Disclosure.
Your Disclosure must be completed by February 29,
2024.*

*To complete your Annual Disclosure, log in to Cayuse
and visit your ["My Profile / COI Disclosures page"](#).
Please disregard this if you have already completed
this year’s annual disclosure.*

*On the COI Disclosures screen, click the “New
Disclosure” button in the upper right corner. When
prompted, select “Start a New Annual Disclosure”
and click “Next.”*

*If you have questions about completing your
disclosure, feel free to contact the Office.*

Thank you.

To complete your Annual Disclosure, please log in to [Cayuse](#) with your WSU username(w#) and password. Then follow the steps described in the email – My Profile > COI Disclosures

If you have already completed a Research-based certification in Cayuse, your responses will populate into the Annual Disclosure form. You will only need to update and/or recertify the information. Please ensure that all section have a green checkmark and then click the Submit button on the Certification page.

You must complete this form even if you have no significant financial interests (SFIs) to disclose. Your disclosure will be kept confidential. You may be contacted by a member of the Office of the Vice President for Research and Innovation to provide additional information. If your financial interests change during the year, please submit another **Research-based Disclosure** to report those changes within 30 days.

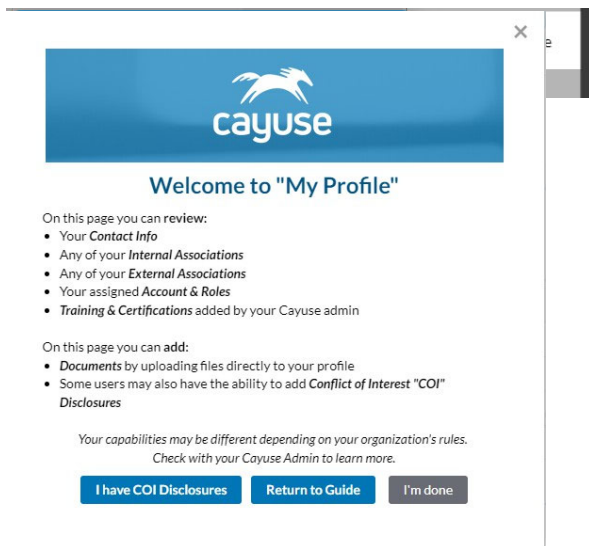
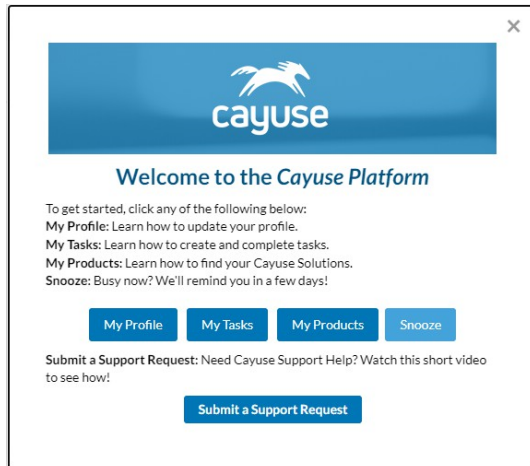
Navigating to COI Disclosures

Wright State COI Disclosures are completed in the [Cayuse system](https://wright.app.cayuse.com).
<https://wright.app.cayuse.com>

Log into Cayuse with your WSU username (w#) and password.

There are three ways to navigate to COI Disclosures in the Cayuse system

First time logging into Cayuse



Click on I have COI Disclosures button or use the How to guide by clicking on the question mark icon.

Use the Help Icon



Show Me How To...
ONBOARDING GUIDES



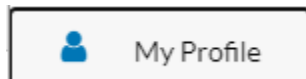
Submit My COI Disclosure
Completed Step 0 of 1

Unassisted

Click on your name in the upper right corner

 Mandy Karper ▾

Then select My Profile from the dropdown menu

 My Profile

In the left-side menu, click COI Disclosures

COI Disclosures

Click on + New Disclosure

+ New Disclosure

Select Start a new Annual disclosure and click Next.

New Disclosure ×

Start a new Annual disclosure.

Start a new Research-Based disclosure.

Next →

The Annual disclosure will only be completed during the annual campaign which occurs during January of each year.

The Research-based disclosure will be used for Transactional disclosures (e.g., any new project: proposal, funded compliance project, or study) and any change or update to a disclosure outside of the January campaign.

Completing the Form

Section icons and meaning



This section has required fields that need a response. The number in the circle tell you how many questions need responses.



There are no required questions on this page, but you must view/read the information in the section.

Screening Questions

Under Screening Questions, check all that apply. As you check boxes, additional sections will populate.

Do you, your spouse/domestic partner, and/or dependents have any of the following Significant Financial Interests (SFIs) including SFIs in foreign institutions of higher education and foreign government agencies related to your Institutional Responsibilities in the past 12 months?*

- Publicly Traded Entity: income, payment for services, or equity interest in any publicly traded entity exceeding \$5,000 when aggregated? This does not include interests in mutual funds or similar retirement vehicles in which decisions on the investments are not directly controlled.
- Private Entities: income or payment for services from any non-publicly traded entity exceeding \$5,000 when aggregated? This does not include income from seminars, lectures, or teaching engagements sponsored by a federal, state, or local government agency, a U.S. institution of higher education or an affiliated research institute, an academic teaching hospital, or a medical center.
- Intellectual Property (IP) Rights and Interests: payments for any intellectual property rights or interests (e.g., patents, trademark, copyrights, licensing) exceeding \$5,000?
- Travel Reimbursement/Sponsorship: Sponsored or reimbursed travel by any entity?
- Foreign Entities: Remuneration (regardless of amount) from a foreign institution of higher education or foreign government?
- None of the above

Disclosing Interests

If you need to disclose an interest, you will first click the + Add New Relationship button



Click the Find external organization hyperlink [Find external organization](#) and then type the company or organization in the search field. As you type, options will populate.

Q proc
Emerson Process Management
Procter & Gamble Company (PGC)

To select an entity, click the blue plus icon on that row then click Save. The system will not allow more than one entity to be added at a time.

Procter & Gamble Company (PGC)	
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If you receive a message that the company you are looking for was not found, follow the instructions to Request New External Org

This organization was not found. Use **Request New External Org** to submit a disclosure for this organization.



Type the name of the entity and click save.

Request New External Organization

External Org Name * Raider|LLC

Cancel

Save

Respond to all additional questions asked about the external entity. Use N/A, if needed.

Select Organization *

Procter & Gamble Company (PGC)

✕ clear

Person with interest

Spouse/domestic partner

Nature of interest

Stock options

Describe 'Other'.

n/a

Add another Relationship, if needed, or move on to the next section.

Supporting Information

If you have additional information you wish to provide or if you want to upload files, you have the opportunity to provide those on this page.

Certification

Read the acknowledgement and Certification, then check the box.

At this point all sections should now have the green icon and the Submit button should be enabled.

Sections	
Introduction	✓
Screening Questions	✓
Supporting Information	✓
Certification	✓

Click Submit to finish your disclosure form.

Submit

Frequently Asked Questions

I recently completed a Research-based Disclosure and nothing has changed. Do I still need to complete an Annual Disclosure?

Yes. However, responses on your most recent Research-based disclosure will populate into the Annual Disclosure form. If nothing has changed, then you need only verify the information, certify, and Submit.

I am not currently involved in research; do I still need to complete a disclosure?

Please ensure you are not involved in research which includes working on publications, presentations, and/or data analysis of research.

If you are not involved in research based on the above definition, and do not plan to be for the next calendar year, please contact

Mandy Karper, MBA

Compliance Coordinator, Office of Research and Innovation

amanda.karper@wright.edu

937-775-3332 | [Microsoft Teams Chat](#)

I am no longer with Wright State University, but I am still involved in research conducted at, by, or funded through Wright State. Do I still need to complete a disclosure?

Are you now at another institution that has its own COI Policy (e.g., an institution listed on the [FDP FCOI Clearinghouse](#))?

- YES – contact [Mandy Karper](#), so your profile can be updated.
- NO – an FCOI disclosure must still be completed for funded research projects.

Why am I required to complete an Annual Disclosure?

[Wright State Policy 6110](#) requires all faculty, staff, and students involved in the design, conduct, or reporting of research complete an annual Conflict of Interest Disclosure. The purpose of the policy is to promote objectivity in research by establishing standards that provide a reasonable expectation that the design, conduct, and reporting of research will be free from bias resulting from financial conflicts of interest. This policy establishes guidelines to assist investigators in managing external professional activities or relationships so as not to interfere with their primary duties to the university nor compromise the educational interests of university students with whom they work.

It is not the intent of this policy to eliminate or prohibit all situations involving potential conflicts of interest. Rather, the policy is intended to enable investigators to recognize situations that may pose a financial conflict of interest, to provide a process for disclosing these situations to the university and for working with the Office of the Vice Provost for Research (OVPR) to manage these situations. The university believes that with clear guidelines and principles, and with appropriate supervision and monitoring, it is possible for interaction between outside entities and the university to take place in a manner that prevents real or perceived bias.

Who should I contact with additional questions?

Having trouble accessing Cayuse or filling out the Disclosure form?

Neal Sullivan

Research Integrity Officer

Neal.Sullivan@wright.edu

937-775-3332 | [Microsoft Teams Chat](#)

Do you want more direction on what must be disclosed or why?

Neal Sullivan, Ph.D.

Research Integrity and Export Control Officer

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