COI Disclosure Instructions

Introduction
In accordance with WSU Policy 6110, researchers must disclose all significant financial interests (SFIs) that are related to or appear to be related to your WSU research, consultation, teaching, professional practice, and service.

Travel disclosure is only required for Public Health Service (PHS) investigators.

You do not need to disclose income or sponsored travel from:

- Federal, state, or local government agencies within the United States
- U.S. Institutions of higher education (e.g., Ohio State University)
- Academic teaching hospitals, or
- Medical centers or research institutes that are affiliated with a U.S. Institution of higher education (e.g., Miami Valley Hospital).

You also do not need to disclose income from Wright State University or income from investment vehicles, such as mutual funds and retirement accounts, as long as you do not directly control the investment decisions made in these vehicles.

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
If this is your first time logging into Cayuse, follow the on-screen prompts.
Click on I have COI Disclosures button or use the How to guide by clicking on the question mark icon.

If you have already logged into the system previously, you can submit a disclosure by following these steps.

Click on your name in the upper right corner

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Then select My Profile from the dropdown menu

👤 My Profile

In the left-side menu, click COI Disclosures. If this option is not displayed, contact the Compliance Coordinator

COI Disclosures

Click on + New Disclosure

+ New Disclosure

Select Research-based disclosure and click Next.
The Research-based disclosure will be used for any new proposal, funded compliance project, or non-exempt Human Subject study.

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

Submission Section
The form will begin on the Submission Details tab

Select the most appropriate response for why you are completing a COI Disclosure

Depending on your response you may have additional questions populate.

Once all required questions are answered in a section, the red icon will change to a green icon.

You can click on the Screening Questions section or the Next icon to move forward
Screening Questions

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

- [ ] 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 investment vehicles in which decisions on the investments are not directly controlled.
- [x] Private Equity 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 Royalties and interest payments for any intellectual property rights or interests (e.g., patents, trademarks, copyrights, licensing) exceeding $5,000?
- [ ] Travel/Entertainment Expense Reimbursement (Sponsored or reimbursed travel by any entity)
- [ ] Forfeited Equity/Stock Options (including all dividends) from any entity exceeding $5,000?
- [ ] 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.

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.

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.

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

Click Submit to finish your disclosure form.

WHOM TO CONTACT IF YOU HAVE QUESTIONS ABOUT THE FORM OR THE DISCLOSURE PROCESS OR WRIGHT WAY POLICY 6110:

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