

# Annual COI Form 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:

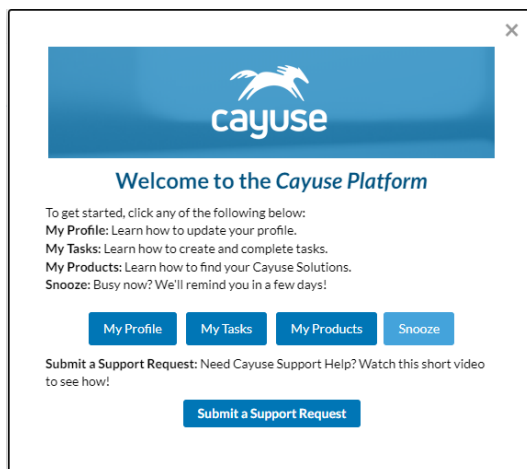
- Federal, state, or local government agencies within the United States
- U.S. Institutions of higher education (e.g., Ohio State University)
- Academic teaching hospitals, or
- Medical centers or research institutes that are affiliated with a U.S. Institution of higher education (e.g., Miami Valley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

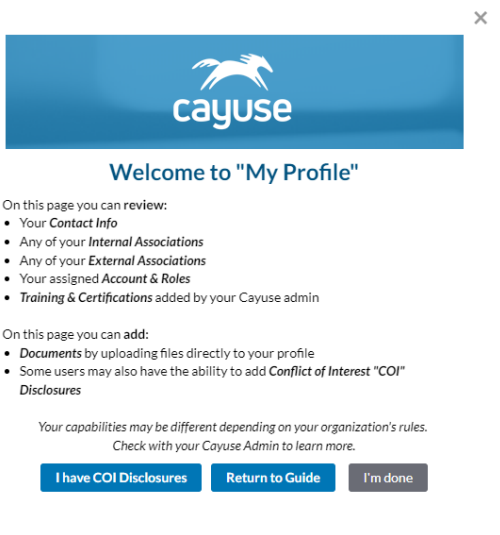
You also **do not need to disclose** income from Wright State University or income from investment vehicles, such as mutual funds and retirement accounts, as long as you do not directly control the investment decisions made in these vehicles.

**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.



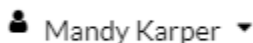


Click on I have COI Disclosures button or use the How to guide by clicking on the question mark icon.

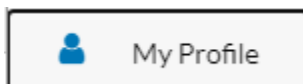


If you have already logged into the system previously, you can submit a disclosure by following these steps.

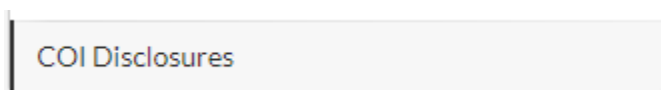
Click on your name in the upper right corner



Then select My Profile from the dropdown menu



In the left-side menu, click COI Disclosures



Click on + New Disclosure



Select Research-based disclosure and click Next.

**The Proposal-specific form will be used for any new proposal and is used to for you to certify whether a conflict exists with the new project.**

**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 Introduction tab



Information on this page only needs to be viewed to change the icon from red to green.

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.

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.

- 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.



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.

[+ Request New External Org](#)

Type the name of the entity and click save.

**Request New External Organization**

External Org Name \* U.S. Copyright Office

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

Select Organization \*

Procter & Gamble Company (PGC)  
[x 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.



WHOM TO CONTACT IF YOU HAVE QUESTIONS ABOUT THE FORM OR THE DISCLOSURE PROCESS OR  
[WRIGHT WAY POLICY 6110](#):

Amanda Karper  
Compliance Coordinator  
[amanda.karper@wright.edu](mailto:amanda.karper@wright.edu)

Neal Sullivan, Ph.D.  
Research Integrity and Export Control Officer  
[neal.sullivan@wright.edu](mailto:neal.sullivan@wright.edu)