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

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 Research-based disclosure and click Next.
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.

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.

Procter & Gamble Company (PGC)

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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