



ELIZABETH CITY STATE UNIVERSITY



How to Create and Annual Disclosure in Cayuse

1. Go to Cayuse at <https://ecsu.app.cayuse.com/> and login using your ECSU credentials.
2. Click on your name in the upper right-hand corner and choose "my profile".

The screenshot shows the Cayuse platform interface. The browser address bar displays ecsu.app.cayuse.com. The page header includes the 'cayuse platform Home' logo on the left and a 'Products' dropdown menu on the right. The main content area is titled 'My Tasks' and contains a table with columns: Task, Task Type, From, Assigned To, Created, Last Activity, and Date. Below the table, it states 'No Saved Tasks'. On the right side, a user profile dropdown menu is open, showing the user's name 'George Cox', email '970130160@ecsu.edu', institution 'Elizabeth City State University', and timezone 'US/Eastern'. The 'My Profile' option in the dropdown menu is circled in red.

Task	Task Type	From	Assigned To	Created	Last Activity	Date
No Saved Tasks						

3. Click on “COI Disclosures” from the menu on the left.

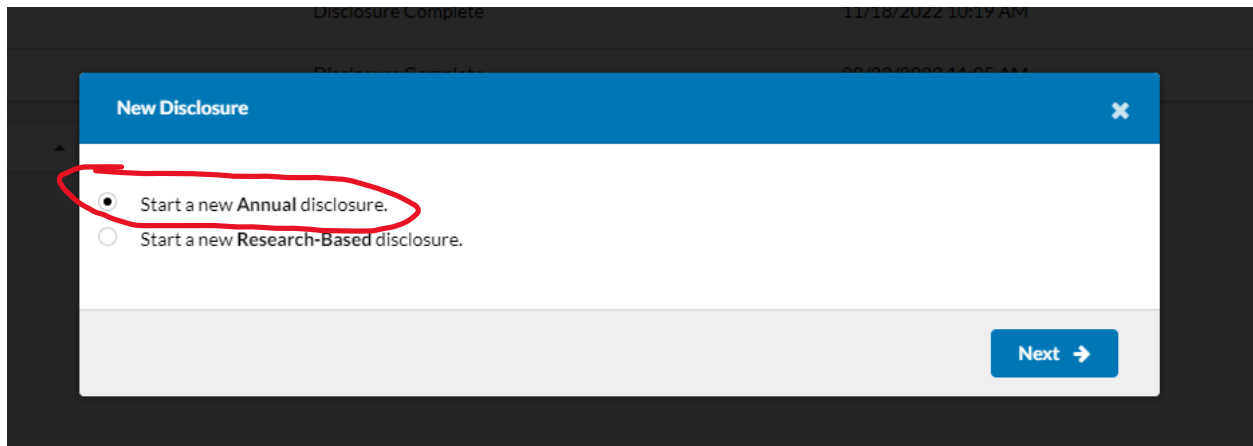
The screenshot shows the Cayuse My Profile page. The browser address bar displays `ecs.uapp.cayuse.com/admin-web/profile/profile`. The page header includes the Cayuse logo and "My Profile". Below the header, the page title is "My Profile" and the breadcrumb is "My Profile / George H. Cox / Profile". On the left, a navigation menu lists several options: Profile, Contact Info, Internal Associations, External Associations, User Account & Roles, Training & Certifications, Documents, and COI Disclosures. The "COI Disclosures" option is circled in red. The main content area shows the "Profile" section with input fields for "First Name" (containing "George"), "Prefix" (containing "Mr."), and "Preferred Name". Below this is the "Degrees & Qualifications" section.

4. Click on “New Disclosure” in the upper right corner and then choose “Start a new Annual Disclosure”.

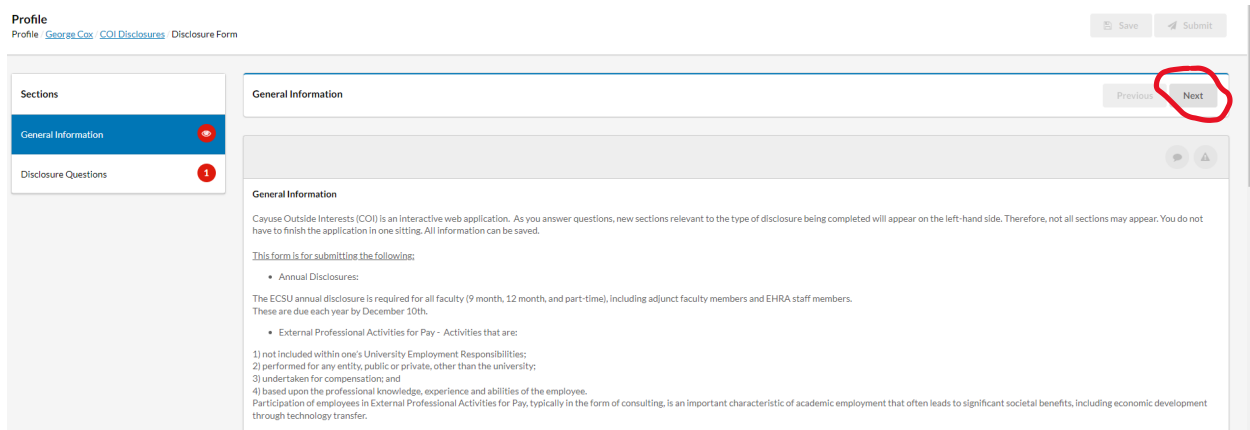
The screenshot shows the Cayuse COI Disclosures page. In the upper right corner, a blue button labeled "+ New Disclosure" is circled in red. Below the button is a search bar with the placeholder text "Click to search...". A table displays a list of disclosures:

Disclosure Name	Status	Submission Date	
Annual - 2021	Disclosure Complete	11/18/2022 10:19 AM	Modify
Annual - 2021	Disclosure Complete	08/22/2022 11:05 AM	

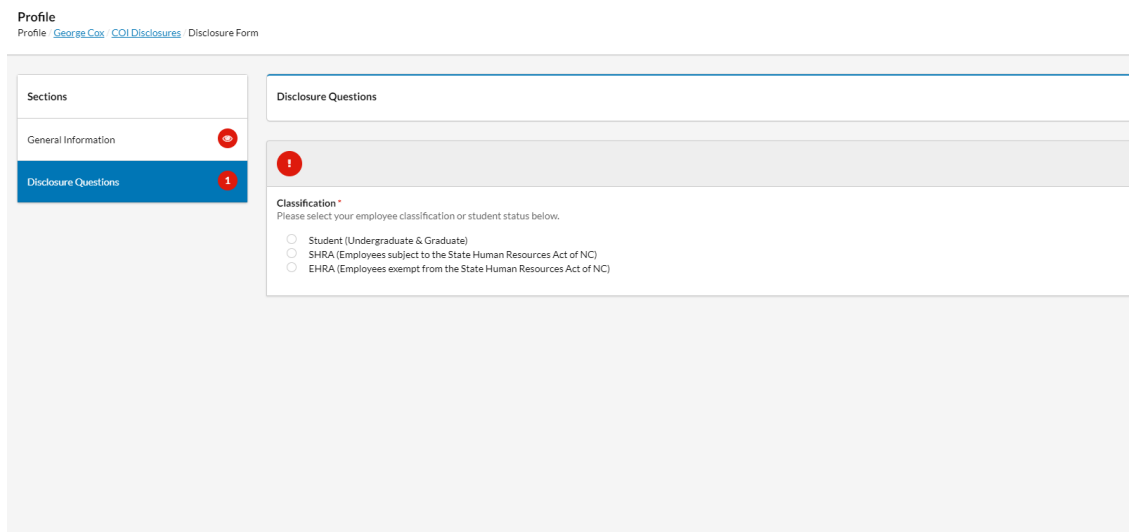
At the bottom of the table, there is a pagination control showing "25 per page" and "1-2 of 2".



5. Read the General Information provided for an explanation of the process, definitions, and applicable policies. Then click “next” in the upper right corner.

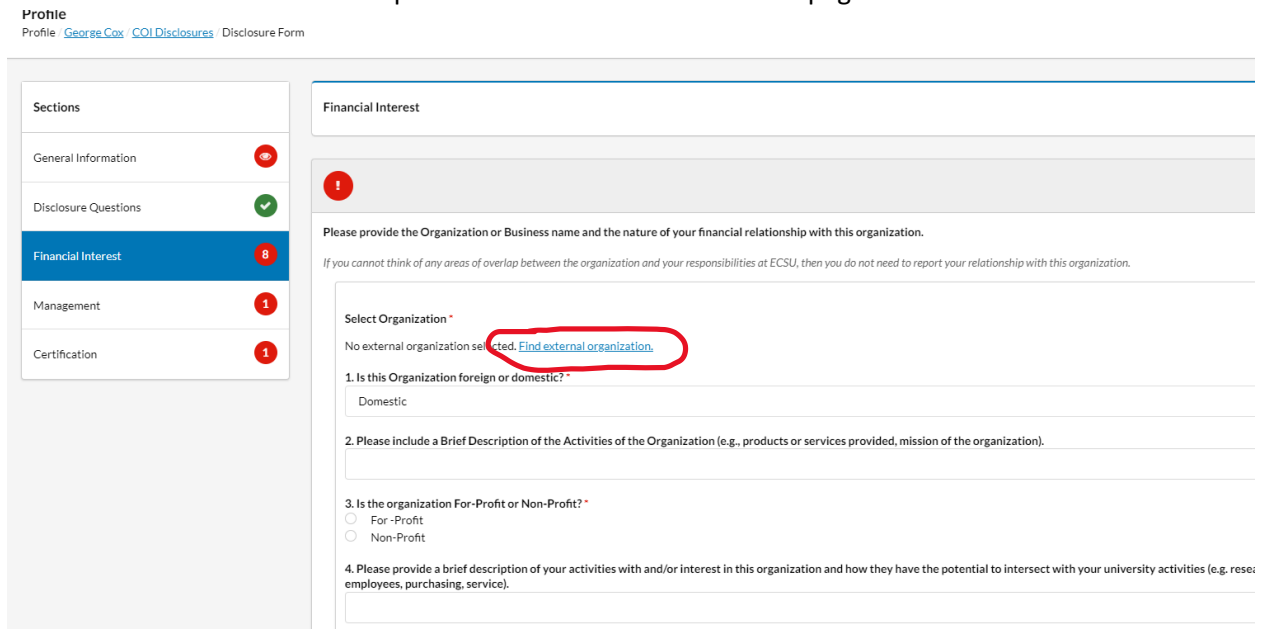


6. Answer the disclosure questions as accurately as possible. A red exclamation mark indicates that a question is required. The number in the red circle beside “Disclosure Questions” indicates how many required questions remain (this number may change depending on your answers).



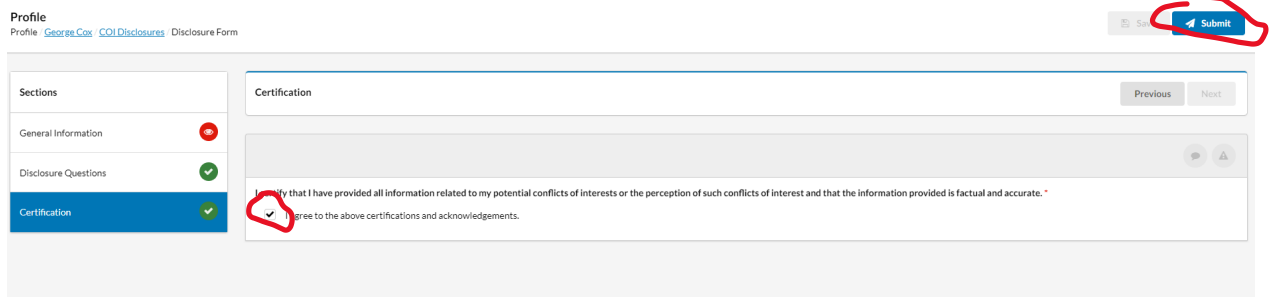
- If you answer yes to certain questions, new sections with required questions will appear in the listing on the left-hand side of the screen. You can proceed through the form by clicking on this menu or by clicking next in the upper right corner. Once each section has a green check, you can proceed to the next section.
- If you are asked to enter an Organization or Business for a relationship, click on “find external organization” and begin typing the name of the organization. If you are unable to locate the correct one, choose “unknown sponsor” and report the correct name for the organization in one of the boxes below. Answer all questions and move on to the next page.

Profile [George Cox](#) [COI Disclosures](#) Disclosure Form



- Once you have green checks on all pages of the form, move on to the certification page. Check the agreement and then click “submit” in the upper right corner of the page. Answer any other acknowledgements that pop up. You should get an on-screen confirmation and you should receive an email indicating successful submission. You will also get an email once your submission has been successfully reviewed.

Profile [George Cox](#) [COI Disclosures](#) Disclosure Form



- If you have any questions, please contact the Office of Sponsored Programs at ecsusp@ecs.u.edu or call 252-335-3222.