

Outside Interests

Conflict of Interest (COI) Researcher Manual



Office of Research Integrity
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Accessing Cayuse

To access Cayuse, go to: <https://jmu.app.cayuse.com/>

It will redirect you to Duo:

JAMES MADISON UNIVERSITY

Log in to Cayuse Research Suite
- Live

ATTENTION:

- **Duo two-factor authentication is now required** for this and many other JMU systems. See [here](#) for a complete list.
- **If you have not yet enrolled with Duo**, find instructions [here](#). For assistance, contact the IT Help Desk at 540-568-3555, or email helpdesk@jmu.edu

JMU eID

Password

Log in

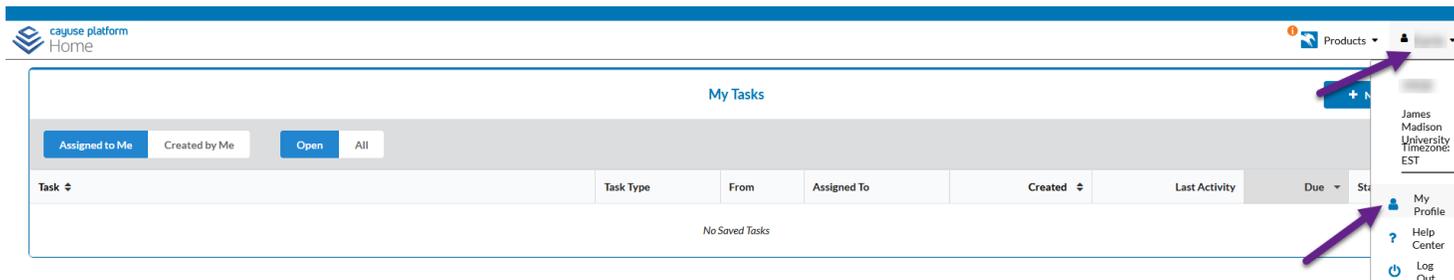
Protect Your Privacy!

Be sure to log out of this system by completely closing your web browser when finished. If you do not, someone else could use your web browser to login as you.

- **Windows users:** Close all web browser windows.
- **Mac users:** Quit your web browser

Submitting a New Disclosure

You will be brought to the My Tasks dashboard. Click your name in the upper right, then click **“My Profile.”**



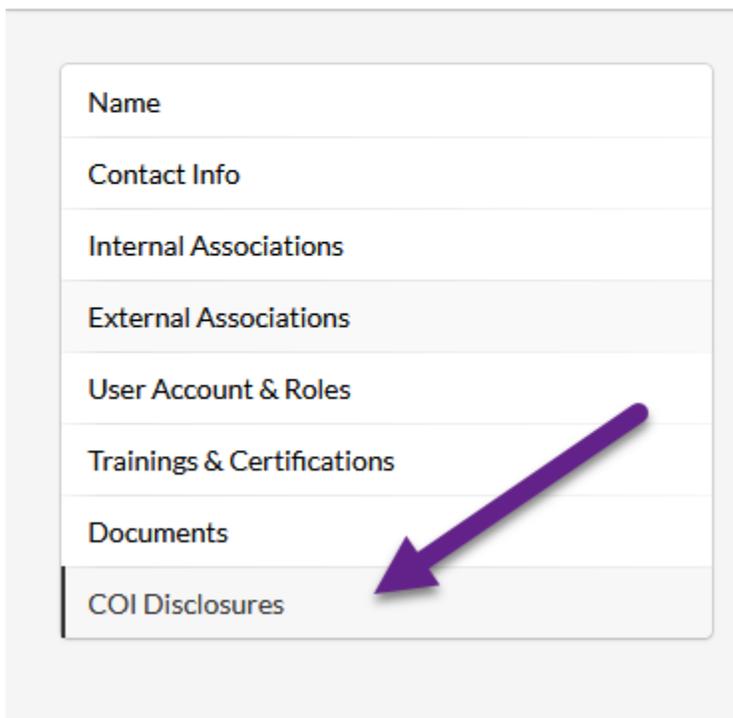
The screenshot shows the 'My Tasks' dashboard. At the top left is the 'cayuse platform Home' logo. On the right, there is a 'Products' dropdown and a user profile icon. The user profile dropdown menu is open, showing the user's name 'James Madison University' and 'Timezone: EST'. Below the name are links for 'My Profile', 'Help Center', and 'Log Out'. A purple arrow points to the user profile icon, and another purple arrow points to the 'My Profile' link in the dropdown menu.

Under My Profile, click on **“COI Disclosures.”**



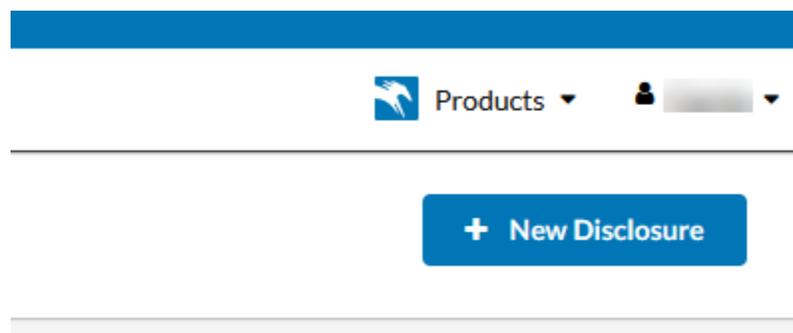
My Profile

My Profile / [redacted] / COI Disclosures

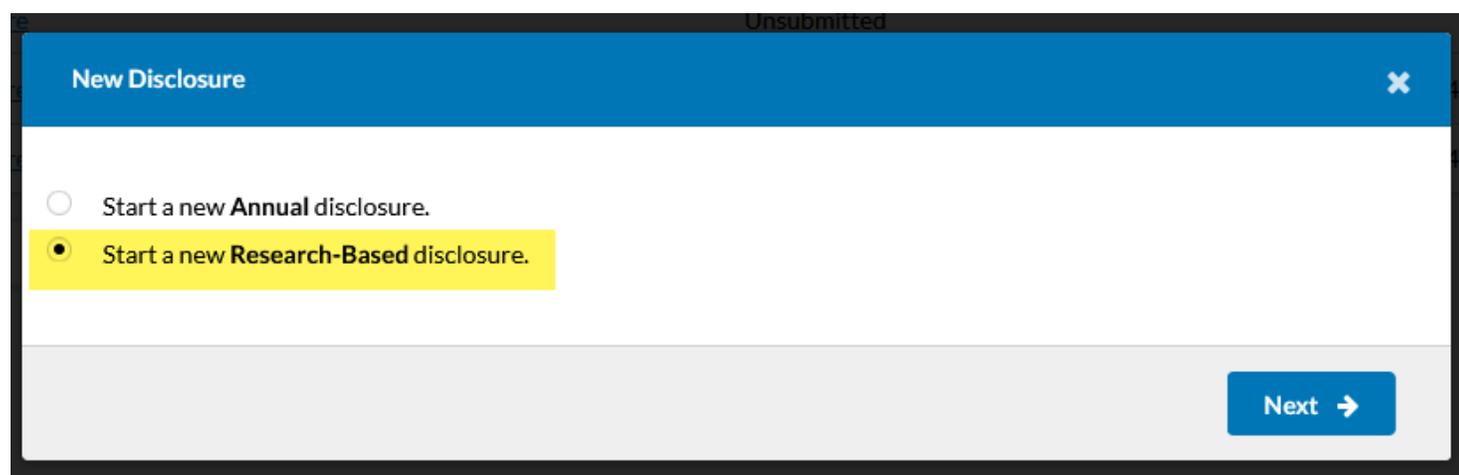


The screenshot shows the 'My Profile' page. A list of menu items is displayed in a light gray box with a white border. The items are: Name, Contact Info, Internal Associations, External Associations, User Account & Roles, Trainings & Certifications, Documents, and COI Disclosures. A purple arrow points to the 'COI Disclosures' item, which is highlighted with a dark gray border.

In the right-hand corner, click on “New Disclosure.”



Select “Start a new Research-Based disclosure” then Next.



The red numbers indicate items need to be completed before moving to the next step.

Profile Profile / COIDisclosures / Disclosure Form Save Submit

Sections

- Conflict of Interest and Conflict of Commitment **1**
- Certification **1**

Conflict of Interest and Conflict of Commitment Previous Next

A Financial Conflict of Interest Disclosure Form (DF) is required for all persons applying for or receiving funding from federal sponsors for research projects or any funding received by Public Health Service Agencies (PHS). DF's will be evaluated regarding significant financial interests in non-university (non-JMU) entities. These regulations apply to current interests and interests in the 12 months preceding the submission of the DF, rather than interests that are anticipated in the future.

If you need assistance filling out the Financial Conflict of Interest Disclosure Form, contact the Office of Research Integrity at (540) 568-7025 or researchintegrity@jmu.edu.

Disclosure: For the purpose of this disclosure, Institutional Responsibilities mean an investigator's professional responsibilities on behalf of the university which may include activities such as research, research consultation, teaching, professional practices, institutional committee memberships, and service on panels such as an Institutional Review Board or Data Safety Monitoring Boards.

Entity: Any domestic or foreign, public or private, organization (excluding a Federal agency) from which an Investigator (and spouse and dependent children) receives remuneration or in which any person has an ownership or equity interest.

Publicly Traded Entity: A company which has issued securities (stock/shares, bonds/loans, etc.) through an offering, which are now traded on the open market (opposite of a private company).

! Have you submitted a Research-Based Disclosure form in the past 12 months? *
This may have been a requirement for another proposal submission.

Yes

No

If “Yes” is marked on any question, a new set of questions will appear that must be completed. Please make sure to provide as much detail as possible so that your form is not returned to you.

To add a new relationship, click on “Add New Relationship” then “Find external organization.”

Do you have any possible interests or relationships related to your position at JMU to report? *
(e.g. External interests, including personal, financial commercial or business interests, that are related to or overlap (or may have the appearance of doing so) with a covered individual's institutional role(s) and activities at the University must be reported. See the help text for more guidance.)

Yes
 No

List the entity:

No entries.

[+ Add New Relationship](#)

List the entity:

Select Organization *

No external organization selected. [Find external organization.](#)

Which of the following indicate the nature of interest/relationship: *

Equity
 Intellectual Property
 Management/Consulting
 Board Member
 Other

Explain relevant information related to this disclosure: *

[x Delete Relationship](#)

[+ Add New Relationship](#)

In the External Org Finder, search for the name of the entity. If it is in the directory, click the plus sign to add.

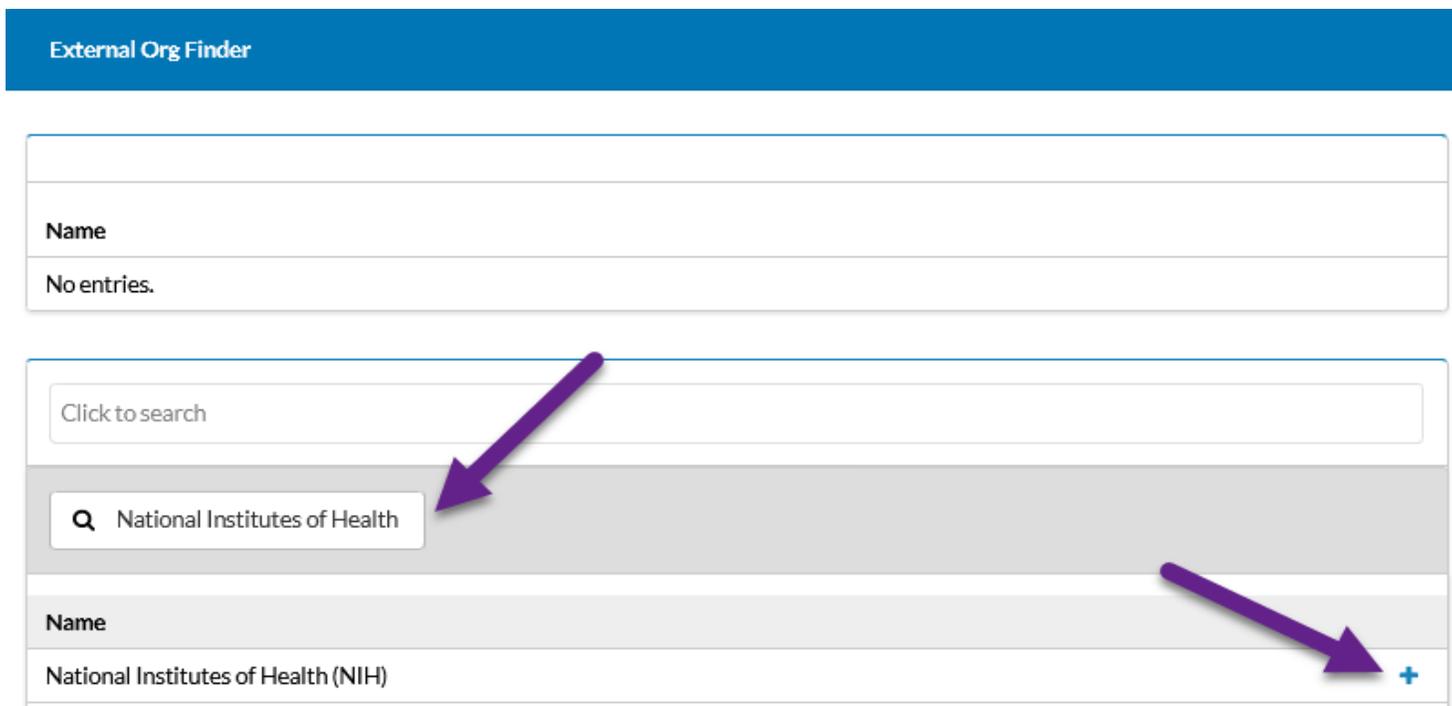
External Org Finder

| |
|-------------|
| Name |
| No entries. |

Click to search

Q National Institutes of Health

| |
|---|
| Name |
| National Institutes of Health (NIH)  |



If the entity is not listed, click on “Request New External Org.”

External Org Finder

| |
|-------------|
| Name |
| No entries. |

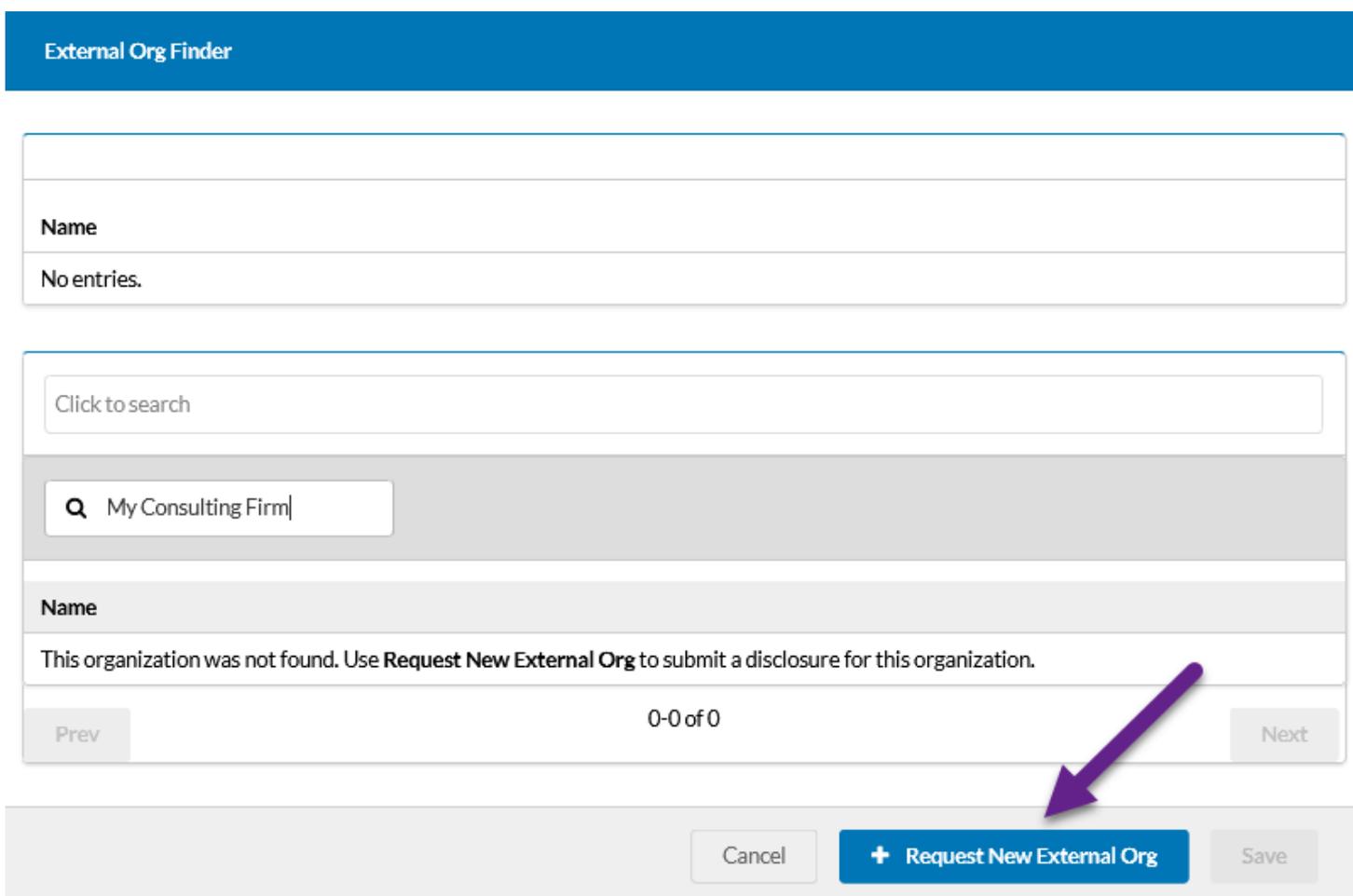
Click to search

Q My Consulting Firm|

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

Prev 0-0 of 0 Next

Cancel **+ Request New External Org** Save



Type in the name then click on Save.

Request New External Organization

External Org Name *

Cancel Save

It will take you back to the External Org Finder. The name of the entity will have a clock symbol indicating pending approval. Click **“Save”** again.

External Org Finder

Click to search

My Consulting Firm ⌚ ✖

Click to search...

| Name | |
|--|---|
| American Academy of Audiology (AAA) Foundation | + |
| American Hearing Research Foundation (AHRF) | + |
| American Speech-Language-Hearing Foundation (ASHA) | + |
| Arizona State University (ASU) | + |
| Beta Beta Beta (TriBeta) Biological Honor Society | + |

Prev 1-5 of 52 Next

Cancel + Request New External Org Save

You will be taken back to the form.

Select Organization *

My Consulting Firm 

[✕ clear](#)

Which of the following indicate the nature of interest/relationship: *

- Equity
- Intellectual Property
- Management/Consulting
- Board Member
- Other

Explain relevant information related to this disclosure:*

Submitting a Disclosure

Once all required elements are completed, you will see all green check marks in the navigation window on the left. You can now click **“Submit”** on the top right of the form. Click **“Proceed”** on the popup.

Profile [COI Disclosures](#) Disclosure Form

Save Submit

Sections

- Conflict of Interest and Conflict of Commitment
- Sponsored Projects
- Significant Financial Interests Report
- Certification

Certification

Previous Next

Acknowledgement *
I have read JMU's [Policy No. 2203](#) on Conflict of Interests Disclosure for Sponsored Programs and I certify under penalty of perjury that this is a complete disclosure of all my significant financial interests related to my institutional responsibilities. I have used all reasonable diligence in preparing this Financial Interest Disclosure and to the best of my knowledge, it is true and complete. I also acknowledge that by checking the box below that it is my responsibility to disclose, within 30 days, any new significant financial interests obtained during the term of the above proposed project to the Office of Research Integrity.

I Agree

Certification

Acknowledgement *
I have read JMU's [Policy No. 2203](#) on Conflict of Interests Disclosure for Sponsored Programs and I certify under penalty of perjury that this is a complete disclosure of all my significant financial interests related to my institutional responsibilities. I have used all reasonable diligence in preparing this Financial Interest Disclosure and to the best of my knowledge, it is true and complete. I also acknowledge that by checking the box below that it is my responsibility to disclose, within 30 days, any new significant financial interests obtained during the term of the above proposed project to the Office of Research Integrity.

I Agree

Routing Confirmation

Are you sure you want to route your disclosure?

Cancel Proceed

You will be taken back to your profile and the status will change to **“Under Review.”**

My Profile [COI Disclosures](#)

| Disclosure Name | Status | Submission Date |
|---|--------------|---------------------|
| Research-Based Disclosure | Under Review | 06/10/2024 10:53 AM |

Multiple Grant Proposals in a Single Fiscal Year

If you have submitted a Research-Based Disclosure form in the past 12 months and have nothing new to disclose, you will answer the following two questions, certify the form, and submit.

Have you submitted a Research-Based Disclosure form in the past 12 months? *

This may have been a requirement for another proposal submission.

- Yes
- No

Do you have any new possible conflicts of interest to disclose? *

- Yes
- No