

COI Instructions

Receive a Task Email

Once you complete and submit a routing form in the Research Channel you will receive an email with the subject of “New task assigned to you in Cayuse” The email will be in the format in the image below,

Click the link <https://luc.app.cayuse.com>



Dear [Your Name],

You have been assigned a new task.

****Task Details****

- ****Task Name:** COI for [Your Project Name]
- ****Task ID:** [Task ID Number]
- ****Created On:** [Current Date]
- ****Due Date:** [Current Date]
- ****Status:** Open

To see a listing of all your tasks, visit:

<https://luc.app.cayuse.com>

****Need Help?**

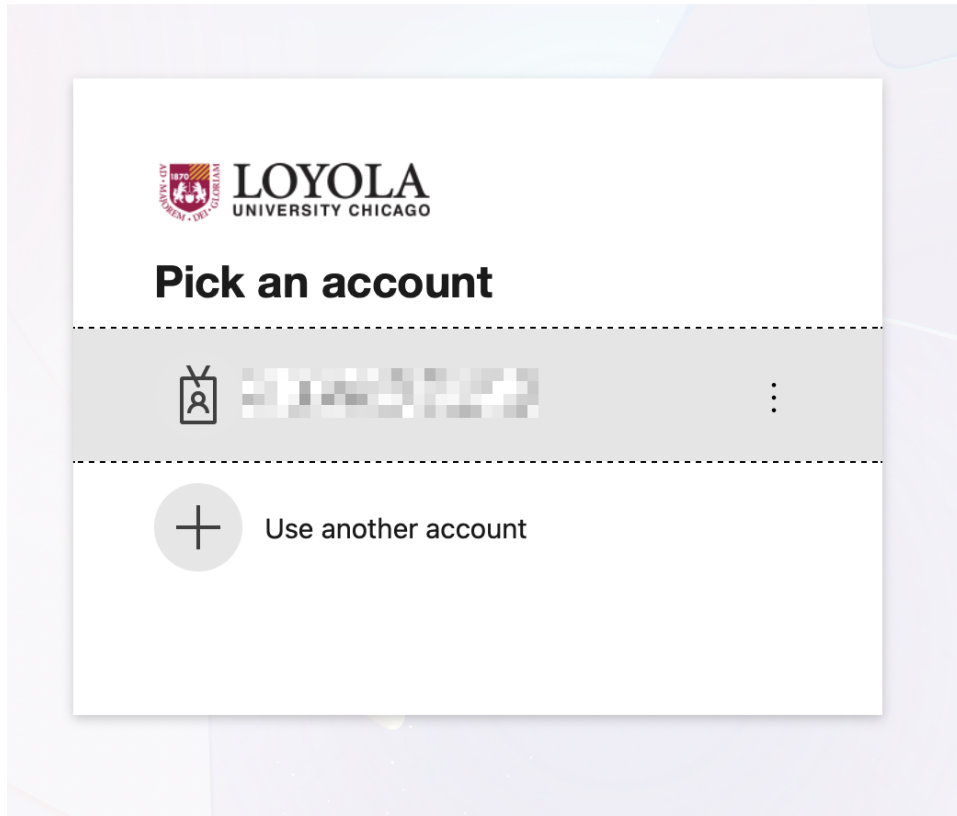
If you have questions or need assistance, please contact:

Office of Research Services

Email: [\[orscayusehelp@luc.edu\]](mailto:orscayusehelp@luc.edu)

Log into Cayuse

Log in with your LUC Credentials

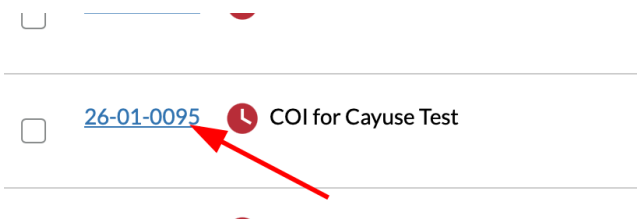


Home Page and Tasks

At the Home Page you will be able to view all tasks assigned to you, this includes tasks from other Cayuse modules; your tasks will start with “COI” as shown in “1” below. After “2” your name and email address will appear, with “3” being the date assigned.



Now select the number to the left of the title to open your COI task.



Your COI Task

Your Description Box of your COI contains two important pieces of information that you need to keep note of, you may want to copy and paste this information into a separate document for reference.

- 1) Your External Organization: This organization is who you are filling out a COI for; you may need to enter this exact organization name within the form if you are found to have a conflict of interest.
- 2) Your Form Passkey: Please **COPY** this number in its entirety you will enter this later within the COI form.

[Home](#) / 26-01-0095

COI for Cayuse Test

ID: 26-01-0095

* Title

COI for Cayuse Test

100 character limit


Milestone


Q Select Milestone 

Category

Q Select Category 

* Description

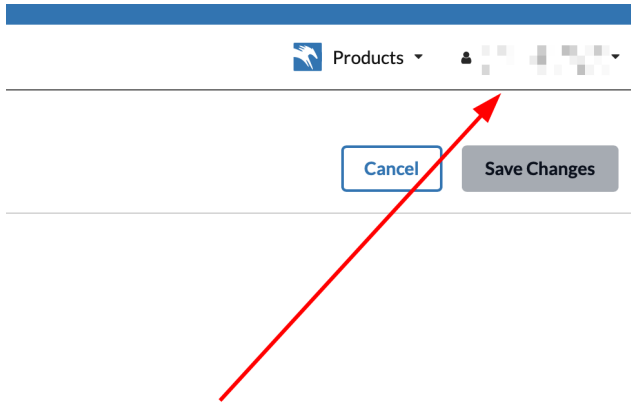
You have been selected as a collaborating investigator on the Loyola research project titled 'Cayuse Test' which requires you to complete a conflict of interest (COI) form for the  'National Institutes of Health (NIH)'. To complete this task select 'My Profile' under the drop down on the upper right hand corner of this screen, then click on 'COI Disclosures' on the menu on the left, and finally click on the 'New Disclosure' button on the upper right hand side. You must select 'Start a new Research-Based disclosure' to enter the COI form.

On the COI form, you will be asked for a 'Form Passkey'. Please copy the  2025000095 in its entirety and paste it into that field.

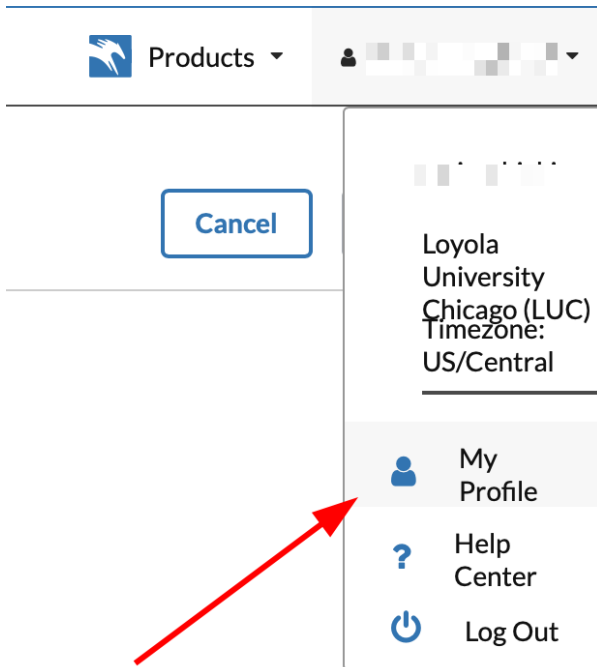
4000 character limit

Enter your Profile Page

Go to the upper right hand corner and click your name, now you will enter your Profile Page to fill out a new Research-Based disclosure (COI).




Now select "My Profile"

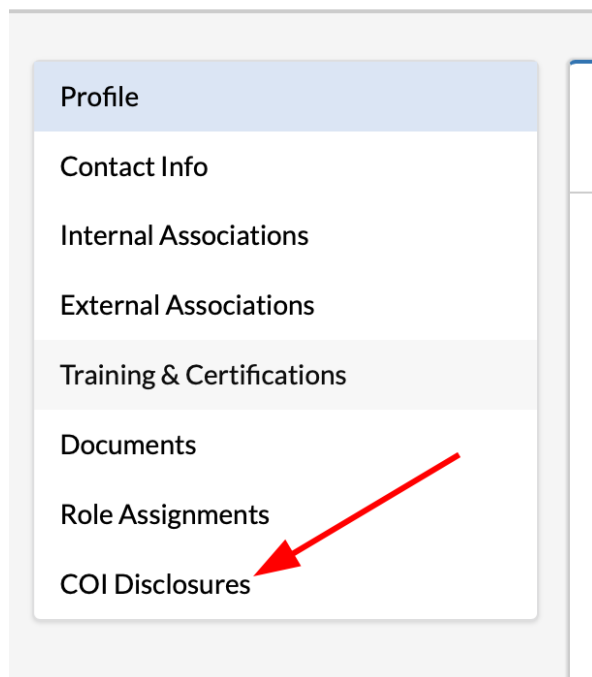


Start a New Research Based Disclosure

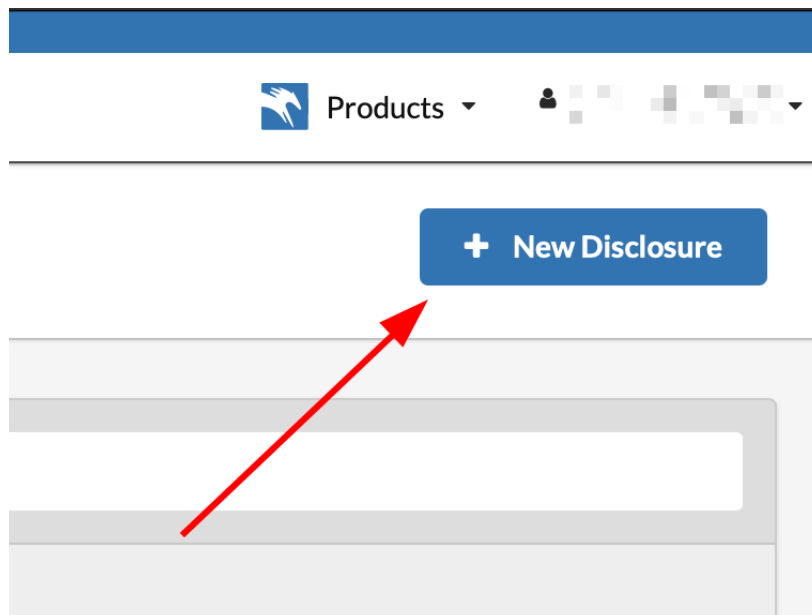
Once you are in your “My Profile” page, click “COI Disclosures” menu on the right hand side.

My Profile

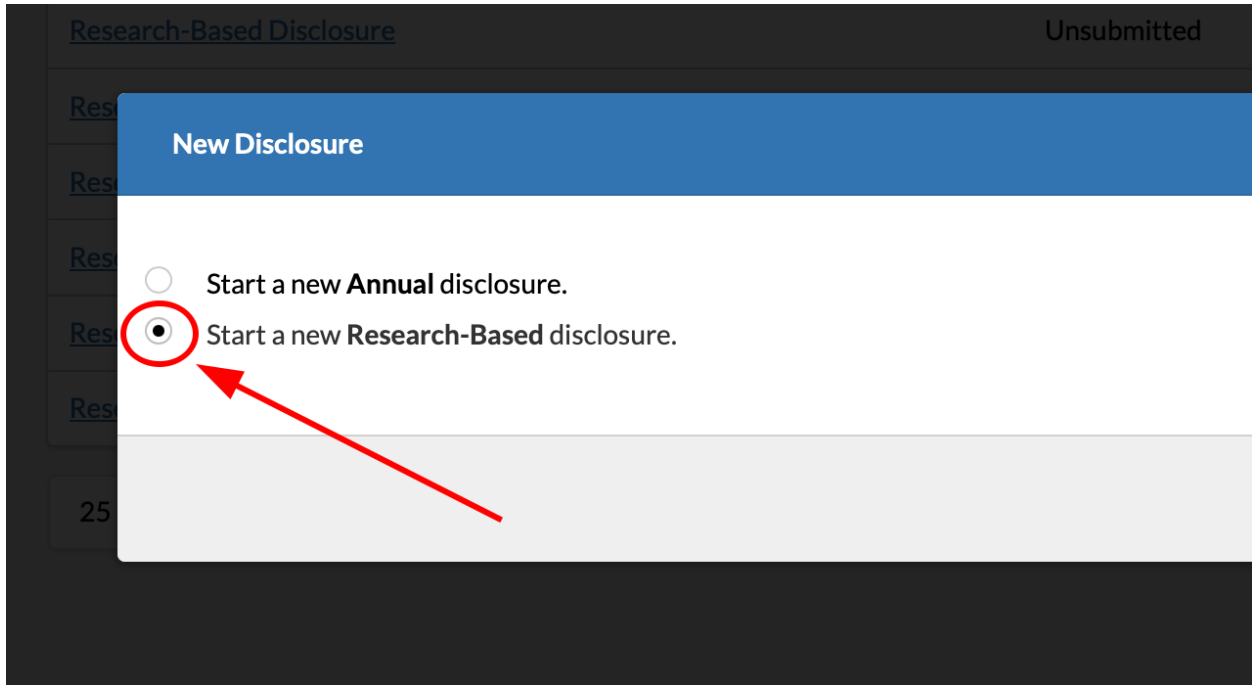
My Profile /     / Profile



Click “+ New Disclosure” in the upper right hand corner.



Now select the “Start a new **Research-Based** disclosure” radio button and click “Next” in the lower right hand corner.



Your COI Form

The first question will require you to enter your **COPIED** Form Passkey from earlier. Complete thoroughly and read all of the questions carefully. When you fill out the last section, scroll back up to the top to click the Submit button in the upper right-hand corner.

A screenshot of a form titled 'Please provide the Form Passkey associated with this project*'. Below the title, it says 'To continue, please enter your Form Passkey below.' There is a list of instructions: 'Your Form Passkey was specified in your Task description.', 'To locate the task:', '1. Go to the Products drop-down menu (top right).', '2. Select Home.', '3. Find your task with the project name of your project.', and a tip: 'Tip: For best results, copy and paste the entire code from your task to avoid mistakes.' Below the instructions is a text input field containing the passkey '2025000095'. A red arrow points from the tip text to the input field. The form has a light grey header with a question mark icon.