New year, new system, fresh start..!

Starting in January 2023, TTU Health Sciences Center is implementing a new conflict of interest and commitment (COIC) disclosure system called Cayuse Outside Interests (OI). A collaboration between Office of Research and Office of Institutional Compliance, our ultimate goal is to improve processes and decrease administrative burdens for our faculty, staff and students. Although Cayuse OI is a new disclosure management platform, our disclosure requirements have not substantively changed.

What do our policies require?  It is the policy of TTUHSC that all employees must submit a conflict of interest and commitment disclosure form (Disclosure) on an annual basis, and update within thirty (30) days of discovering or acquiring new interest and commitment. For more information, please see HSC OP 10.05, Conflicts of Interest and Commitment Policy; and HSC OP 73.09, Financial Conflicts of Interest in Research.

Why the change? Previously, TTUHSC team members may have found it difficult to update existing Disclosures, or wondered if questions were properly answered. These issues are easily diminished with the new features of Cayuse OI. Another major benefit of using Cayuse OI in conjunction with other Cayuse modules adopted by Office of Research, is that team members will be able to ensure that their Disclosures are timely, up-to-date, and in compliance with institutional policies and federal regulations for Financial Conflicts of Interest in Research (FCOI).

How is Cayuse OI different from our previous disclosure system?

- **Email Notifications**: All TTUHSC team members required to complete a Disclosure will receive an email from <do-not-reply@apps.cayuse.com> to their TTUHSC account with the subject heading “COI Annual Disclosure is Due”. Please do not delete this email, as it contains the link for team members to access the Cayuse OI disclosure system.

- **Periodic Weekly Reminders**: As we are starting fresh with a new system, team members will have the opportunity to submit timely Disclosures January 1 through June 30, 2023. Anyone still needing to submit their annual Disclosure will periodically receive weekly email reminders from Cayuse during this time. Overdue notices will be sent after June 30, and leading up to the end of the reporting period (Aug 31).

Where is this required training listed on my employee portal? The required training list which team members see on their employee portal is generated by ACME, our course management system. ACME will no longer be used on the front end for managing COIC training and disclosure, including the assignment of training and sending of automated reminders. Thus, COIC will no longer be listed under “My Required Training” on the employee portal. Training for COIC will reside in the Cayuse OI system and is taken annually at the time of Disclosure submission.

For general questions, please feel free to contact: wendy.pruitt@ttuhsc.edu.
For research disclosure questions, contact: jennifer.board@ttuhsc.edu.