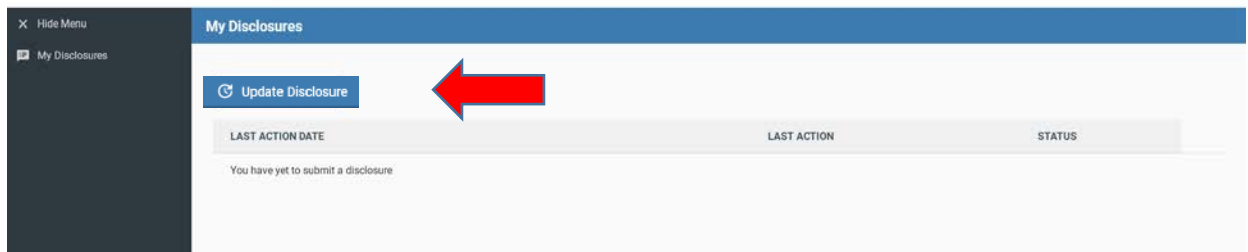


Updating or Revising Your COI Disclosure in Kuali

After your disclosure is submitted, it is automatically routed to the Office of Research Compliance where the review process begins. You will receive an email notification when it is approved, if further information is required, if it is due to expire, or if it has expired. In some cases, you will be asked to go back into your disclosure to revise or update the information.

Updating your disclosure

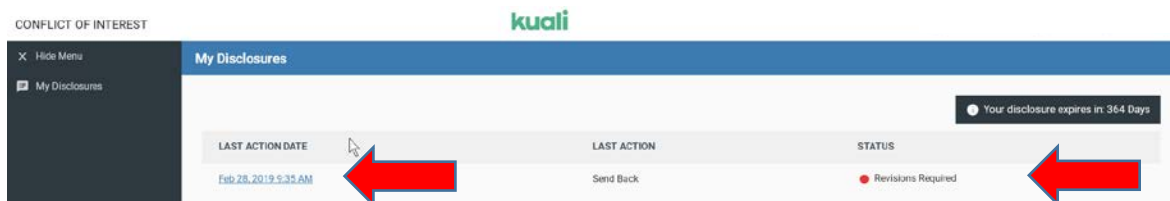
- Your COI disclosure must be updated annually, or within 30 days of a significant change in the information provided. Each time you submit a proposal in Kuali you will be prompted to update your COI disclosure.
- To do this, follow the same steps to enter into your COI disclosure page.
- Once you are in, click **Update Disclosure** to enter your latest form.



- If you need to *revise, add, or subtract* an **Entity** or **Relationship**, or change or add a **Project Declaration**, go to the corresponding area within the form.
- If you listed Entities on your form, you will need to go to the **Project Declaration** page and indicate your assessment of your relationship (See the *Creating your Annual COI Disclosure in Kuali* guide for more details).
- Make whatever changes are needed, continue to the **Certification** page, and click **Submit**.

Revising your disclosure

- If your COI disclosure is returned to you for *revisions*, return to the disclosure via the Kuali portal (see the *Creating your Annual COI Disclosure in Kuali* guide).
- Your page will look similar to this, with the status reading **Revisions Required**.
- Click on the **date in blue** to enter the form.



- An overview of the reviewer comments and questions that need your attention will be shown in a yellow box on the right.

- Scroll down the form to find the red reviewer comments and click the red **Comment** boxes.

ACTIVE	ENTITY NAME	OUTSIDE ENTITY RELATIONSHIPS				
Yes	Company A	<table border="1"> <thead> <tr> <th>PERSON</th> <th>COMPENSATION AMOUNT</th> </tr> </thead> <tbody> <tr> <td>Self</td> <td>\$1,000 to \$2,500</td> </tr> </tbody> </table>	PERSON	COMPENSATION AMOUNT	Self	\$1,000 to \$2,500
PERSON	COMPENSATION AMOUNT					
Self	\$1,000 to \$2,500					

- Respond to each comment and click **save comment**, closing the popup menu using the **X** at the top right corner.

- Once you have provided all the required comments and information, click **Resubmit**.

- Your Disclosure is now resubmitted to the reviewer who will be in touch if anything more is required.

If you have any questions or need assistance with the UMass Amherst online Annual Conflict of Interest Disclosure process, please email rescomp@research.umass.edu or call 413-545-5283.