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.
- To do this, follow the same steps to enter your COI disclosure page (login to Kuali, click into Kuali Conflict of Interest Module).
- Once you are in Kuali COI, you will see a screen similar to this one: click **Update Disclosure** to enter your latest form.

**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 **Returned**
- Click on the **Update Disclosure box** 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.

- 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.