Creating your Annual COI Disclosure in Kuali

• **LOG IN**
  [https://umass.kuali.co/dashboard](https://umass.kuali.co/dashboard) using your NetID and Password

• Select **Switch Apps** on the lower left margin (the icon has 9 dots).

• Select **Conflict of Interest** in the middle (the icon has two arrows).

• If this is your first time in Kuali COI, the small blue box will say **Create Disclosure**. If not, it will say **Update Disclosure**. In either case, click on it.
Now you have entered the COI Disclosure form.

- Navigation tips:
  - The list on the left (starting with INTRODUCTION) details the steps needed to complete your form. The circle on the right will show your progress in green.
  - The COI disclosure form has progressive display, meaning that the number of questions will increase or decrease depending on the answers you give.
  - Hotlinks and blue question marks will appear throughout and provide you with more details and guidance.
  - If at any point you want to leave and return later, click Save and log out using the drop down in the upper right under your name.
  - Use the Next button to move through the form.

- Navigate through the form, answering ALL questions. New ones will appear as you answer in the affirmative.
  - Example: check the first box on this question and a second question appears.
Training page

- This page includes the status of training required under PHS/NIH COI policy. Follow the links if you have any questions or concerns.

Potential Conflicts of Interest and/or Commitment

- The next few pages will ask you to disclose potential Conflict of Interests and Conflicts of Commitment. You must answer ALL questions.
  - First you will be asked about categories of potential conflict.
• If you answered No to ALL of the category questions, you will be brought to the Certification page (see below).

Outside Entity Information

• Answering Yes to ANY of the category questions will bring you to the Outside Entity Information page.
  o Follow the instructions in red to add or modify Entities that correspond to your positive answers.

• Adding an entity:
  o Click +Add info (in black, just below the explanatory text).
  o The Add Entity form will appear. Answer ALL of the questions using the text boxes and drop down menus.
  o Under the Relationship form section, click +Add Info and a new pop up will ask you to identify the person involved with this entity and the amount of compensation. Answer all questions here as well.
  o Click Done after completing each pop up form.
Your Entity will now appear in the form, along with the relationship you have just added. If you have multiple relationships with the same entry (perhaps both yourself and your partner, or you have both consulting and speaker fees), click **+Add line** and complete another relationship form.

- You can also close this and complete another Entity form, listing the same Entity with a different relationship.

After you have added all relationships, scroll down to answer the remaining questions and/or upload any required documents.

- Click **Done** to go back to the main **Outside Entity Information** page.
- Repeat this process for all Entities you wish to report and then click **Next**.
- A message will appear in red at the top of the screen if the form is incomplete.
  - Scroll down the page until you find a section surrounded by a red box. That is where the fix needs to occur.
Go back into the Entity by clicking on the Edit Pen to the left.

- On the Edit page, look for the word **Required** in bold red font and enter the information that is missing.
- After you have done so, click **Done** to return to the Outside Entity Information page. Then click **Save**.
- If there are still red boxes, return to the Edit forms and repeat.

![Image of Edit page]

**Project Declaration page.**

- Next, the form will ask you to assess the relationship between the Entities you included and your project(s).
  - Using the top dropdown menu, choose the **SFI View** or the **Project View**.
  - Under **Reporter Relationships**, click the circle that matches your assessment of the relationship between this specific project and the Entity.
  - Enter a comment in the section next to each declaration.
  - Continue down the page until you have entered a declaration for all Projects and Entities, then click **Next**.

![Image of Project Declaration page]
Certification page

- Read the information and click **Submit**. You have now completed your Annual Conflict of Interest Disclosure.

Kuali will bring you back to your main COI page. You will see your disclosure, the last action (which in this case is **Submit**) and the status (Submitted for Approval or Approved).

- Want to review or print out a copy of your disclosure? Just click the date in blue. It will bring you to an overview of your form, which you can review and print out.

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. See the guide on *Kuali COI Disclosure Revision* more details.

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.