Kuali COI – Request to Edit*
UMass Amherst Best Practices & Kuali Knowledge Base Guide

- **LOG IN**
  [https://umass.kuali.co/dashboard](https://umass.kuali.co/dashboard) using the Reporter’s NetID and Password

- **Navigate to Kuali COI**
  Using “Common Tasks” and “My Disclosures” or through “Switch Apps” and “Conflict of Interest”.

- **Open** the Reporter’s disclosure.

- **Under the Reporter’s name and contact information there will be a Red Bar.** Click on **Request to Edit**. This action sends a notification to Kuali COI administrators that the Reporter would like their disclosure sent back.

- **Once the request is made there will be a confirming Orange Bar.** The Kuali COI administrator will review the request and, in most cases, return the disclosure to the Reporter for updating.

- **If the Reporter would like to cancel this request they can use the Cancel Edit Request option that should appear along with the orange bar.**

Please contact Melinda LeLacheur, [melindal@research.umass.edu](mailto:melindal@research.umass.edu) or (413)545-5283 with any questions.

*Note: this process applies to Kuali COI disclosures in a pending status such as “Submitted for Approval”.*