UMassAmherst | Research & Engagement   kuali
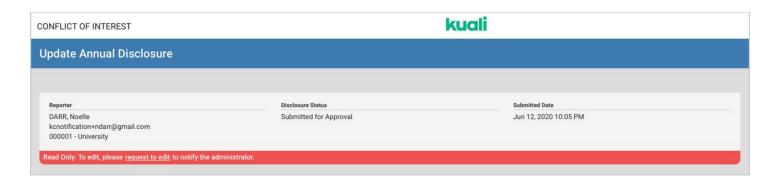
Kuali COI – Request to Edit*
UMass Amherst Best Practices & Kuali Knowledge Base Guide

- **LOG IN**
  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.

Cancel Edit Request

Please contact Melinda LeLacheur, 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".