For new proposals or awards, Investigators will receive an email notification from Kuali COI to update their COI disclosure. Select the hyperlink to access Kuali COI and log in using your Active Directory credentials and Duo two-factor authentication.

1. Use the blue “Update Disclosure” button to enter your disclosure portfolio.
2. If the status of your most recent disclosure portfolio submission is “Submitted for Approval”, it is currently locked in review with COI. If needed you may request that the disclosure be returned if needed. (tutorial here)

3. Investigators must update their disclosure within 30 days of any change to their financial interest.
   a. Log in to Kuali COI at https://ucsd.kuali.co/coi

   For Federal awards:
   Select Federal Financial Entities or click Next until the Federal Financial Entities page displays
Updating a COI Disclosure

Click + Add Line to enter a new Financial Entity or select the Edit Pencil next to an existing entity to edit as needed.

For Non-Federal Awards:

Click on 700-U Forms and Select the Project that needs updated. Update the 700-U disclosure form as needed.

For questions, please contact the Conflict of Interest Office at info-coi@ucsd.edu or (858) 534-6465.