A. 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.

B. Investigators must update their disclosure within 30 days of any change to their financial interest.
   a. Log in to the Kuali COI system at https://ucsd.kuali.co/coi
   i. For Federal awards:
Updating a COI Disclosure

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

   ![Financial Entity Table]

   **NEW ENTITIES**: Click + Add Info below to add new entities.
   **EXISTING ENTITIES**: Click + Add Info next to an existing entity to edit as needed.

   To change entity status to active or inactive, select the pencil icon to the left of the entity. At the top of the dialog box, select the toggle button to active or inactive, scroll down to borders of DiagLongOne, and select click.
   Has anything changed with your entities since your last disclosure? If so click the pencil icon to the left of the entity and make all appropriate changes.

ii. For Non-Federal Awards:
   1. Click on 700-U Forms and Select the Project that needs updated. Update the 700-U disclosure form as needed.

   ![700-U Form]

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