Kuali COI system allows an Investigator to give someone else, i.e., delegate, the ability to enter data on his/her behalf in the Kuali COI system; however, the **Investigator must verify, certify and submit**. Delegates will receive the same Kuali COI email notifications as the Investigator.

1. Log in to the Kuali COI at [https://ucsd.kuali.co/coi](https://ucsd.kuali.co/coi)

2. Select “Manage Delegates”

3. Select + Add Delegate

4. A new search box opens. Enter the name of the person you would like to add as a delegate. Once you have found the right person, click the “Add” button. If name not found, try searching by their UCSD email address.

5. Once a delegate has been added, more delegates can be added by selecting + Add Delegate

6. For the Investigator to remove a delegate, select Manage Delegates from left navigation. Click on MY DELEGATES and select the trash icon next to the delegate’s name
7. For the Delegate to remove themselves from an Investigator, select Manage Delegates from left navigation. Click on USERS DELEGATED TO ME and then select the trash icon next to the Investigator’s name.

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