• Investigator
• Principal Investigator
• Initiator
• PI Assistant

For more information, visit:

Questions about...
• KC COI? Contact the eRA Support Team, era@research.uci.edu
• Conflict of Interest? Contact the COI Team, coioc@research.uci.edu
This QuickStart Guide highlights the updated Conflict of Interest related procedures and new functions created by the implementation of the Kuali Coeus Conflict of Interest (KC COI).

**All Investigators:** Login to the UCI Zot!Portal, [https://portal.uci.edu](https://portal.uci.edu), with your UCnetID.

**All Investigators: Complete your Annual Disclosure**

In the Kuali Coeus Conflict of Interest section of the Research tab, click “Create/Update Annual Disclosure.”

**Question 1- Only select “Yes” to report the acquisition or discovery of a new significant financial interest (excluding travel).**

A "new SFI" includes:
- A different type of SFI (e.g., royalty payment versus income) from a previously disclosed source/entity; and
- A significant financial interest from a new source/entity (e.g., company A versus company B).

**Answer both questions of the Annual Disclosure.**

Questions about...
- **KC COI?** Contact the eRA Support Team, [era@research.uci.edu](mailto:era@research.uci.edu)
- **Conflict of Interest?** Contact the COI Team, [coioc@research.uci.edu](mailto:coioc@research.uci.edu)
Click “Submit” at the bottom of the page.

After you have successfully completed your Annual Disclosure, you will receive a confirmation email and be redirected to your Master Disclosure.

Note: PHS Investigators are required to submit their travel disclosures by clicking the “Create New PHS Travel Disclosure” link in their Annual Disclosure confirmation email.

All Investigators: Report a “New Significant Financial Interest” excluding travel

If you acquired or discovered a new significant financial interest (excluding travel), repeat the above steps except check “Yes” for Question 1 in the Annual Disclosure.

Your response to Annual Disclosure Question 2 should be “Yes” since you are reporting a new SFI excluding travel.

The Conflict of Interest team will contact you if additional disclosure forms are required through email.

Questions about...
- KC COI? Contact the eRA Support Team, era@research.uci.edu
- Conflict of Interest? Contact the COI Team, coioc@research.uci.edu
### PHS Investigators: Complete a PHS Travel Disclosure for each sponsored or reimbursed trip

In the Conflict of Interest section of the Research tab, click “Create New PHS Travel Disclosure.”

Complete required fields marked with an asterisk (*). Click “add.” Then click “submit.”

After you have successfully completed your Travel Disclosure, you will be redirected to your Master Disclosure.

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<td>• KSAMS (new Security Access Management System)</td>
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**Questions about...**

- **KC COI?** Contact the eRA Support Team, [era@research.uci.edu](mailto:era@research.uci.edu)
- **Conflict of Interest?** Contact the COI Team, [coioc@research.uci.edu](mailto:coioc@research.uci.edu)
NSF Investigators with significant financial interests: Complete your NSF Disclosure

- Current Annual Disclosure required prior to completing NSF Disclosure. If your Annual Disclosure is incomplete or has expired, you will receive an email to complete the Annual Disclosure.
- NSF Investigators without any significant financial interests (responded “No” to the second question of their Annual Disclosure) do not need to complete the NSF Disclosure.

If you disclosed positively in the Annual Disclosure (you responded “Yes” to the second question), then you will be notified to complete your NSF Disclosure when you are added to a NSF compliant proposal as an Investigator through email.

Alternatively, you can go to the Kuali Coeus Conflict of Interest section of the Research tab in Zot!Portal and click “NSF Disclosures to Complete” to find the link to your NSF Disclosure.

Find the proposal and click “Disclose.”

Questions about...

- **KC COI?** Contact the eRA Support Team, [era@research.uci.edu](mailto:era@research.uci.edu)
- **Conflict of Interest?** Contact the COI Team, [coioc@research.uci.edu](mailto:coioc@research.uci.edu)
Answer the one question and click “submit.”

After you have successfully completed your NSF Disclosure, you will be redirected to your Master Disclosure.

All Investigators: Other New Functions

- Create/Update Annual Disclosure
- Create New PHS Travel Disclosure
- NSF Disclosures to Complete
- Master Disclosure
- Conflict of Interest / Office of Research website
  Link to the Conflict of Interest webpage on the Office of Research website
- KSAMS (new Security Access Management System) Request / Approve PI Assistant Role

KC COI Email Tips

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**Principal Investigators:** Login to the UCI Zot!Portal, [https://portal.uci.edu](https://portal.uci.edu), with your UCInetID.

**Complete Personnel Doc (for continuing PHS awards) without an approved PI Assistant** - skip to page 3 if you have a PI Assistant.

After SPA Officer receives notice of award, you will receive an email with a link to update and submit the Personnel Doc. Click the provided link.

Alternatively, go to the Zot!Portal and select “Update Personnel for Continuing Awards.”

Then click on the “Document Id” for the Personnel Doc you want to update.

Questions about...
- **KC COI?** Contact the eRA Support Team, [era@research.uci.edu](mailto:era@research.uci.edu)
- **Conflict of Interest?** Contact the COI Team, [coioc@research.uci.edu](mailto:coioc@research.uci.edu)
Questions about...

- **KC COI?** Contact the eRA Support Team, era@research.uci.edu
- **Conflict of Interest?** Contact the COI Team, coioc@research.uci.edu

To edit the list of Investigators:
- **Add:** Search the name/UCInetID of who you are adding, then select “return value.” Select the Project Role and click “add.”
- **Delete:** Click “delete” in the individual’s row.

“Investigators” are all individuals responsible for the design, conduct, or reporting of the project.

Check the appropriate boxes:

If you check either or both boxes, you must attach files for completed form(s) 800SR. Click “browse”, select the file, enter a description, and click “add”.

Click “approve” after the list of Investigators is complete.

If there are no changes to the previously submitted list of personnel including subrecipients and non-UCI Investigators, then click “Approve.”

The award funds will be released once all Investigators have been cleared by Conflict of Interest.
Approve Principal Investigator’s Assistant (PI Assistant)- optional

PI Assistant: administrative staff member you approve to help you update the Personnel Doc for continuing PHS compliant awards. Refer to the PI Assistant QuickStart Guide for instructions on how your staff can request this role.

After the administrative staff member has submitted their request to be your PI Assistant, you will receive an email requesting your approval. Click the link, review and click “Approve.”

Alternatively, you can go to the Kuali Coeus Conflict of Interest section and click the “KSAMS” link or visit https://systems.oit.uci.edu/kfs/ksams/myAccess.htm. Then select the “Approval Queue” tab and open the access request by clicking the “Id.” Review the request and click “Approve.”

Questions about...
- **KC COI?** Contact the eRA Support Team, era@research.uci.edu
- **Conflict of Interest?** Contact the COI Team, coioc@research.uci.edu

Principal Investigator Guide: Page 3
**Complete Personnel Doc (for continuing PHS awards) with PI Assistant**

(PI Assistant must be approved before SPA initiates the continuing award process)

After SPA Officer receives notice of award, you and your PI Assistant will receive an email with a link to update and submit the Personnel Doc. Your PI Assistant can update the Personnel Doc and submit it to you for your final approval.

By clicking approve below, I certify as the Principal Investigator of this project that this is an accurate and complete list of all UCI Investigators on this project. I also acknowledge by clicking approve below, that as the Principal Investigator, it is my responsibility to identify the Investigators on this project and collect the required financial disclosures (when applicable) to comply with the PHS regulations regarding financial conflict of interest.

If your PI Assistant updated the Personnel Doc, then you will receive an email with a link for your final approval of the Personnel Doc. Click “approve.”

*If there are any subrecipients following UCI’s COI policies or any non-UCI Investigators/Collaborators, collect and submit the Form 800SRs. Email the completed forms to coioc@research.uci.edu.

The award funds will be released once all Investigators have been cleared by Conflict of Interest.


**KC COI Email Tips**

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**Initiators:** Login to the UCI Zot!Portal, [https://portal.uci.edu](https://portal.uci.edu), with your UCInetID and create a proposal in KC Proposal Development (refer to Kuali Coeus Training Guides).

Under the Personnel Tab, list all of the UCI Investigators involved in this project. “Investigators” are all individuals responsible for the design, conduct, or reporting of the project.

First click the magnifying glass icon to search for the Investigator.

Search by name or UCInetID. Once you’ve found the correct name select “return value.”

Questions about...

- **KC COI?** Contact the eRA Support Team, [era@research.uci.edu](mailto:era@research.uci.edu)
- **Conflict of Interest?** Contact the COI Team, [coioc@research.uci.edu](mailto:coioc@research.uci.edu)
Select the individual’s Proposal Role from the drop-down menu.

Then click “add person.”

Repeat these steps until all UCI Investigators have been added to the proposal.

Under the Questions tab, answer the updated Conflict of Interest Questions.

If you select “Yes” to the question on subrecipients, please include the PHS Form 800SRs or NSF Form 900SRs in the subrecipient package(s) you upload into KC.

If you select “Yes” to the question on non-UCI Investigators, please upload the PHS Form 800SRs or NSF Form 900SRs as a separate labeled file under the Abstracts and Attachments tab.

Other New Functions

In the Proposal Summary tab, you can see all of the disclosure statuses.

Questions about...

- **KC COI?** Contact the eRA Support Team, era@research.uci.edu
- **Conflict of Interest?** Contact the COI Team, coioc@research.uci.edu
In the Personnel tab, you can send an email to Investigators who have not completed their Annual Disclosure by selecting “request annual disclosure.”

Note: This email will automatically include all Investigators so you should delete the names of those Investigators who have already completed their disclosures.


### KC COI Email Tips

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This QuickStart Guide highlights the updated Conflict of Interest related procedures and new functions created by the implementation of the Kuali Coeus Conflict of Interest (KC COI).

**PI Assistants:** Administrative staff members approved by Principal Investigators to update the Personnel Doc for continuing PHS compliant awards.
- Login to the UCI Zot!Portal, [https://portal.uci.edu](https://portal.uci.edu), with your UCInetID.

**Request a role as PI Assistant through KSAMS to access the Personnel Doc**
(PI Assistant needs to be approved before SPA initiates the continuing award process)

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Click “KSAMS (new Security Access Management System)” under the Kuali Coeus Conflict of Interest section or visit [https://systems.oit.uci.edu/kfs/ksams/myAccess.htm](https://systems.oit.uci.edu/kfs/ksams/myAccess.htm).

Click “Access Request”.

- Grantee: Person requesting the PI Assistant role. You can search by the full name or the UCInetID. Make sure to click “search” after typing the name/UCInetID.

- Role Name Lookup: Type “Kuali Coeus” and click “Search”.

After new KSAMS window opens, select the “+” next to “Kuali Coeus-PI Assistant”.

Questions about...
- **KC COI?** Contact the eRA Support Team, [era@research.uci.edu](mailto:era@research.uci.edu)
- **Conflict of Interest?** Contact the COI Team, [coioc@research.uci.edu](mailto:coioc@research.uci.edu)
Questions about...

- **KC COI?** Contact the eRA Support Team, era@research.uci.edu
- **Conflict of Interest?** Contact the COI Team, coioc@research.uci.edu

**UCInetID:** UCInetID of the Principal Investigator you are assisting.

**Reason/Justification:** Provide a brief description of the PI Assistant role you are requesting.

**For the Chart Code and Organization Code:**

If the original proposal was submitted in KC, then open that proposal and find the information under Lead Unit (XX-####) on the Proposal tab.

- **Chart Code:** Two letters at the beginning of the Lead Unit.
- **Organization Code:** Four numbers in the second part of the Lead Unit.

If the original proposal was not submitted in KC, then contact the eRA support team at era@research.uci.edu.

Click “Submit Request.”

If you assist multiple Principal Investigators (PIs) and/or your PI submits proposals through multiple departments, you can submit multiple KSAMS requests, one for each PI for each department.
# Updating the Personnel Document for Continuing PHS Awards (after approved as PI Assistant)

You will receive an email notification when you have been identified as a PI Assistant on a project. Click on the link.

Alternatively, you can go to Zot!Portal, under the Kuali Coeus Lookups section and select “Update Personnel for Continuing Awards.”

Click the “Document Id” for the Personnel Doc you want to update.

Add: Search the name or UCNetID of the individual you are adding by selecting “return value”. Select the appropriate “Project Role” and click “add.”

Delete: Click “delete” in the individual’s row.

## Questions about...
- **KC COI?** Contact the eRA Support Team, [era@research.uci.edu](mailto:era@research.uci.edu)
- **Conflict of Interest?** Contact the COI Team, [coioc@research.uci.edu](mailto:coioc@research.uci.edu)
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- **KC COI?** Contact the eRA Support Team, era@research.uci.edu
- **Conflict of Interest?** Contact the COI Team, coioc@research.uci.edu

The award funds will be released once all Investigators have been cleared by the Conflict of Interest team.


**KC COI Email Tips**

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Click “Approve” after list of Investigators is complete. An email will be sent to the Principal Investigator for final approval of the list.