**KC COI- Investigators (Public Health Service & National Science Foundation): How to Complete your Annual Disclosure**

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

### Kuali Coeus Conflict of Interest
- **Create/Update Annual Disclosure**
- **Create New PHS Travel Disclosure**
- **Report a New PHS Significant Financial Interest (SFI)**
- **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**

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

**Answer the question and click “Submit”**.

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

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

For more information regarding other KC COI features for Investigators, please read the [KC COI Investigator QuickStart Guide](#).

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<td>Respond as soon as possible to avoid delays in processing your project(s)</td>
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<td>Reminder</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)