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

All Investigators: Complete your Annual Disclosure

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

Answer the question and 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 (if applicable) by clicking the “Create New PHS Travel Disclosure” link in their Annual Disclosure confirmation email.

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)

**Investigator Guide**: Page 1
### All Investigators: Master Disclosure

To see a record of your disclosures, go to the Conflict of Interest section of the Zot!Portal Research tab, click “Master Disclosure.”

### 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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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, eraresearch.uci.edu
- **Conflict of Interest?** Contact the COI Team, coiocresearch.uci.edu

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

If you acquired or discovered a new significant financial interest (excluding travel), click the “Report a New PHS Significant Financial Interest (SFI)” link in Zot!Portal for the Annual Form 810. Submit your updated Annual Form 810 to coiocresearch.uci.edu.

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**KC COI Email Tips**

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<tr>
<th>KC COI Email Notification</th>
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<tr>
<td>Action Item/Action Required</td>
<td>Respond as soon as possible to avoid delays in processing your project(s)</td>
</tr>
<tr>
<td>Reminder</td>
<td>Respond if applicable (ex. you need to update your financial interests or your Annual Disclosure is about to expire)</td>
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