

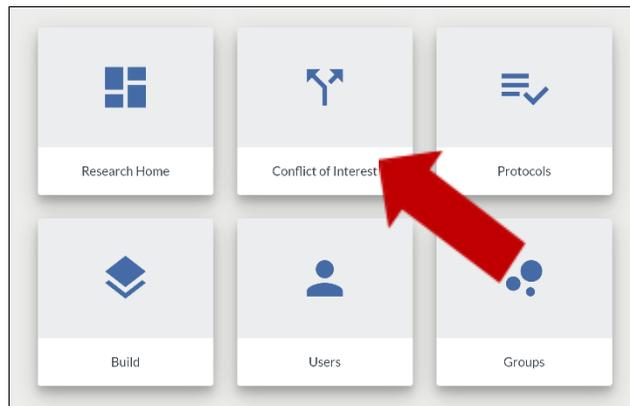
Creating an Annual COI Disclosure in KCOI Steps to Submit

STEP 1: Go to www.usmd.kuali.co. Log in using your University User ID and Password.

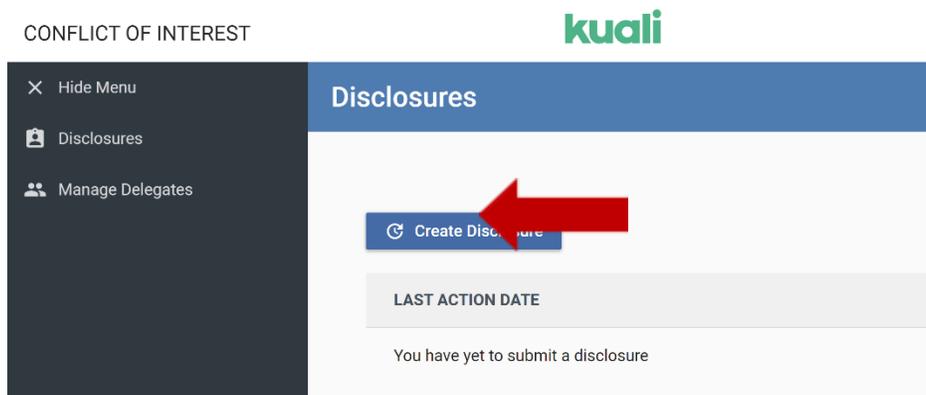
STEP 2: Navigate to KCOI. If prompted, select the Campus: **UMD - College Park**.



Complete the University's Multi-Factor Authentication (MFA) if prompted to do so. From the Kuali "Apps" Page - Click "CONFLICT OF INTEREST" (the icon with two arrows).



STEP 3: If this is your first time in K COI, the small blue box will say **Create Disclosure**. If not, it will say **Update Disclosure**. In either case, click the **Disclosure** button.



NOW YOU HAVE ENTERED THE COI DISCLOSURE FORM.

Navigation Tips:

- The list on the left (starting with INTRODUCTION) details the steps needed to complete your form. The circle on the right will show your progress in **green**.
- The COI disclosure form has progressive display, meaning that the number of questions will increase or decrease depending on the answers you give.
- If at any point you want to leave and return later, click **Save** and log out using the drop down in the upper right under your name.
- Use the **Next** button to move through the form.

STEP 4: Review the **INTRODUCTION** page. Click the **Next** button in the upper right-hand corner of the screen.

Update Annual Disclosure ← Back

● INTRODUCTION
● Roles

Reporter _____ Disclosure Status
In Progress

Conflict of Interest and Commitment Disclosure Form

The University of Maryland's (UMD) reputation as a premier research institution depends on its reputation for research integrity. It is in this spirit that we expect all research undertaken at the institution to meet the highest standards for integrity in all areas of research endeavors (e.g., authorship and publication; data management and reporting; export compliance; conflict of interest and conflict of commitment disclosures and transparency; mentorship; use of human subjects or animals; laboratory, biological and radiation safety) as established by the international research community. To that end, we are dedicated to providing our faculty, students, trainees, and staff with the support, education and resources necessary to ensure a culture of integrity in every aspect of their work.

[University of Maryland Policies and Procedures on Conflict of Interest and Conflict of Commitment.](#)

To ensure this objectivity, members of the University of Maryland community are expected to:

- Prevent individual or institutional conflicts of interest/commitment in their assigned duties for the University;
- Disclose potential conflicts of interest and adhere to any requirements created to manage or eliminate any conflict of interest.

0% Complete

→ Next
✓ Save

STEP 5: Complete the **ROLES** page. Select **University of Maryland, College Park**. Answer the proceeding question. Click the **Next** button in the upper right-hand corner of the screen.

Update Annual Disclosure ← Back

● Introduction
● ROLES
● Research Training
● Research Form
● General Form
● Certification

Reporter _____ Disclosure Status
In Progress

Which institution are you a member of?

University of Maryland, College Park

University of Maryland, Baltimore

Are you a PI, Co-Investigator, or Key Personnel on any research/sponsored project having responsibility for the design, conduct, or reporting of UMD research?
If you are unsure what to select, visit [UMD COI Office](#) for more instruction.

Yes
 No

Should you have questions or require assistance with the form, please contact the appropriate office below:
Research Conflict of Interest (COI) at coi@umd.edu

20% Complete

→ Next
← Previous
✓ Save

STEP 6: Navigate through the form, answering ALL questions. New ones will appear as you answer in the affirmative.

NOTE: The system will route you to various pages based on your response(s) to specific questions. Some of the pages listed below may be skipped if the information is not relevant to your disclosure. The circle on the right will show your progress throughout the process (in green). If at any point you want to leave and return later, click Save and log out using the drop down in the upper right under your name.

STEP 7: If prompted, review the **RESEARCH CONFLICTS OF INTEREST TRAINING** page. Click the **Next** button in the upper right-hand corner of the screen.

The screenshot shows the 'Update Annual Disclosure' interface. On the left is a navigation menu with items: Introduction, Roles, RESEARCH TRAINING (highlighted), Research Form, General Form, and Certification. The main content area has a header with 'Reporter' and 'Disclosure Status: In Progress'. Below this is the title 'Research Conflicts of Interest Training' and a paragraph of text starting with 'By pressing Next I certify that I have read and understand my obligations...'. A detailed policy section follows, titled 'University of Maryland Policy on Conflict of Interest in Research'. On the right side, there is a circular progress indicator showing 40% completion (a green segment representing 40% of the circle). Below the indicator are three buttons: 'Next', 'Previous', and 'Save'.

STEP 8: If prompted, complete the **RESEARCH FORM / RESEARCH CONFLICTS OF INTEREST** page. Answer the initial screening questions. Click the **Next** button in the upper right-hand corner of the screen.

The screenshot shows the 'Update Annual Disclosure' interface at the 'Research Conflicts of Interest' page. The navigation menu on the left includes: Introduction, Roles, Research Training, RESEARCH FORM (highlighted), General Form, Outside Entity, Proposed Management Pl..., and Certification. The main content area has a header with 'Reporter' and 'Disclosure Status: In Progress'. Below this is the title 'Research Conflicts of Interest' and a note: 'NOTE: Selecting "Yes" to any of the questions below will prompt completion of the "Outside Entity Information" section of this form.' The first question is: 'During the past twelve months, did you and/or your family members receive compensation, monetary or otherwise, from any external entity (not UMD) operating in areas relating to your UMD responsibilities?'. Below the question are radio buttons for 'Yes' (selected) and 'No'. The second question is: 'Do you and/or your family members have an equity interest or have received remuneration in any publicly or non-publicly traded entity?'. Below the question are radio buttons for 'Yes' (selected) and 'No'. The third question is: 'Do you and/or your family members serve on a board of directors and/or are you an officer with fiduciary responsibilities in a professional society who has decision-making power in areas related to your UMD responsibilities?'. On the right side, there is a circular progress indicator showing 42% completion. Below the indicator are three buttons: 'Next', 'Previous', and 'Save'.

STEP 9: Complete the **GENERAL FORM** page. In the **Conflict of Interest and Conflict of Commitment Section**, please select **ALL** types of outside activities in which you are involved. Please answer all questions regarding outside activities, noting that **follow-up questions** appear when some questions are answered **YES**. Click the **Next** button in the upper right-hand corner of the screen.

If you select “None” on the **Conflict of Interest and Conflict of Commitment** question, and answer **No** to **ALL** of the category questions that follow, you will be brought to the **Certification** page (see below).

The screenshot shows the 'Conflict of Interest and Conflict of Commitment' section. On the left is a navigation menu with 'GENERAL FORM' selected. The main content area has a header with 'Reporter' and 'Disclosure Status: In Progress'. Below the header, the section title is 'Conflict of Interest and Conflict of Commitment'. A note states: 'Please select ALL types of outside activities below in which you are involved (select ALL that apply): NOTE: Selecting activities below will prompt completion of the "Outside Entity Information" section of this form.' There are ten checkbox questions: 'I teach academic or professional courses for another university/organization, including but not limited to online teaching.', 'I provide professional work/consultation outside UMD.', 'I provide professional service to a society, association, foundation, journal, etc. (e.g. president of a national professional society, editor of an academic journal).', 'I am an owner/member/partner/officer/employee or I have some other financial interest in an outside company/business (e.g. start-up).', 'I am engaged in other outside activities requiring a significant time commitment (e.g. boards, public office, etc.) or that have the potential to compete with my UMD responsibilities.', 'I participate in research activities not managed through UMD.', 'I receive other compensation for an activity not listed above.', 'Other', and 'None'. On the right, a progress indicator shows a 57% complete pie chart and buttons for 'Next', 'Previous', and 'Save'.

Answering **Yes** to **ANY** of the Conflict of Interest and Conflict of Commitment category questions will bring you to the **Outside Entity Information** page.

STEP 10: If prompted, complete the **OUTSIDE ENTITY INFORMATION** page.

The screenshot shows the 'OUTSIDE ENTITY INFORMATION' section. The navigation menu on the left has 'OUTSIDE ENTITY' selected. The main content area has a header with 'Reporter' and 'Disclosure Status: In Progress'. Below the header, the section title is 'OUTSIDE ENTITY INFORMATION'. A note states: 'Based on your previous responses, you are required to complete the "Outside Entity Information" section of this Disclosure Form. Follow the instructions provided below to add or update entities in your listing:'. There are three bullet points: 'NEW ENTITIES: Click "+ Add Info" below to add new entities.', 'ADDITIONAL ENTITIES: Click "+ Add Line" to insert additional entities.', and 'EXISTING ENTITIES: Select the Edit Pencil next to an existing entity to edit as needed.' A red arrow points to the 'EXISTING ENTITIES' instruction. Below the instructions, there is a text box: '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 the bottom of the dialogue box, and select done.' There are two buttons: 'Columns' and '+ Add Line'. Below this is a table with columns for 'ACTIVE', 'ENTITY NAME', and 'TYPE OF ENTITY'. There is a '+ Add Info' button below the table. At the bottom, there is a text box: 'Should you have questions or require assistance with the form, please contact the appropriate office below: Research Conflict of Interest (COI) at coi@umd.edu'. On the right, a progress indicator shows a 71% complete pie chart and buttons for 'Next', 'Previous', and 'Save'.

ADDING AN ENTITY:

- Click the **Add Line** or **+Add Info** button and answer the questions that display.
- Under the **Relationship** Section, click **+Add Info** and a new pop up will ask you to identify the person involved with this entity and the amount of compensation. Answer all questions here as well. Click **Done** after completing each pop up form.
- Review your Outside Entity entry and press **Done** when you're ready.
- To **EDIT** an entity, click the pencil icon, OR, to **REMOVE** an entity, click the trashcan icon.
- Add additional Outside Entities, if necessary. Click the **Next** button in the upper right-hand corner of the screen.

Add

Is this an **ACTIVE** entity?

1. Manual Entity Name:
Please enter

2. Entity Type:
Select from drop-down:

3. Describe the business of this entity:
Please describe

4. Please describe the relationship you and/or your family member has with this entity (you must have at least one). A description of ALL relationships with an entity is required. (Example, you are a paid consultant for this organization and your spouse volunteers with this organization one weekend a year at their annual gala. In this scenario, you have two relationships for this outside entity, one for 'self', and one for 'spouse'. Therefore, you should add 2 rows to describe your multiple relationships with this entity.)

[Instructions to add or update relationships.](#) [Scroll for more](#)

Add

4a. Person involved with this entity:

4b. Relationship:
Select from drop-down:

4c. Relationship Type:
Select from drop-down:

4k. Select an amount:

Your entity will now appear in the form, along with the relationship you have just added. **If you have multiple relationships with the same entry (perhaps both yourself and your partner, or you have both consulting and speaker fees), click +Add Line and complete another relationship form.**

You can also close this and complete another Entity form, listing the same Entity with a different relationship.

Introduction
Roles
Research Training
Research Form
General Form
OUTSIDE ENTITY
Proposed Management PL...
Certification

Reporter _____ **Disclosure Status**

 In Progress

OUTSIDE ENTITY INFORMATION
 Based on your previous responses, you are required to complete the 'Outside Entity Information' section of this Disclosure Form. Follow the instructions provided below to add or update entities in your listing:

- **NEW ENTITIES:** Click "+ Add Info" below to add new entities.
- **ADDITIONAL ENTITIES:** Click "+ Add Line" to insert additional entities.
- **EXISTING ENTITIES:** Select the **Edit Pencil** 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 the bottom of the dialogue box, and select done.

	ACTIVE	ENTITY NAME	TYPE OF ENTITY
<input type="button" value="Pencil"/>	<input checked="" type="checkbox"/>	Chesapeake Bay Foundation	Non Profit

Should you have questions or require assistance with the form, please contact the appropriate office below:
 Research Conflict of Interest (COI) at coi@umd.edu

71% Complete

Once you have added all relationships, scroll down to answer the remaining questions. Click **Done** to go back to the main **Outside Entity Information** page. Repeat this process for all Entities you wish to report and then click **Next**.

NOTE: A message will appear in **red** at the top of the screen if the form is incomplete. Scroll down the page until you find a section surrounded by a **red** box. That is where the fix needs to occur.

Reporter _____ Disclosure Status _____

Incomplete

- One of the required fields is empty.

OUTSIDE ENTITY INFORMATION

Based on your previous responses, you are required to complete the 'Outside Entity Information' section of this Disclosure Form. Follow the instructions provided below to add or update entities in your listing:

- **NEW ENTITIES:** Click "+ Add Info" below to add new entities.
- **ADDITIONAL ENTITIES:** Click "+ Add Line" to insert additional entities.
- **EXISTING ENTITIES:** Select the **Edit Pencil** 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 the bottom of the dialogue box, and select done.

[Columns](#) [+ Add Line](#)

	ACTIVE	ENTITY NAME	TYPE OF ENTITY
	Yes	Chesapeake Bay Foundation	Non Profit

Should you have questions or require assistance with the form, please contact the appropriate office below:

Research Conflict of Interest (COI) at coi@umd.edu

Go back to the Entity by clicking on the **Red Edit Pen** to the left. On the **Edit** page, look for the word **Required** in **bold red** font and enter the missing information. Once you have done so, click **Done** to return to the **Outside Entity Information** page. If there are still **red boxes**, return to **Edit** the forms and repeat.

Edit [X]

7. Are products and/or services made by this entity being used during the performance of UMD responsibilities?

Yes
 No

7a. Describe any use of entity products or services:
Please describe

Required

8. Do you have any attachments to add relevant to this outside entity?

STEP 11: If prompted, complete the **PROPOSED MANAGEMENT PLAN** page. Answer the question that appears. If answering **YES**, please attach a proposed **Management Plan** for managing, reducing, or eliminating the interest in order to safeguard objectivity in the research project (examples can be found on the UMD COI page). If answering **NO**, an attachment is not required. When finished, click the **Next** button in the upper right-hand corner of the screen.

Update Annual Disclosure ← Back

- Introduction
- Roles
- Research Training
- Research Form
- General Form
- Outside Entity
- **PROPOSED MANAGEMENT...**
- Certification

Reporter: [Redacted] Disclosure Status: In Progress

Is there the potential that the interests reported above will be determined to constitute a real or perceived conflict of interest by the institution?

Yes
 No

Note: If you are unsure how to answer the above question please contact coi@umd.edu

Please attach a proposed Management plan for managing, reducing, or eliminating this interest in order to safeguard objectivity in the research project

📎 Drag & Drop a File or

85% Complete

STEP 12: On the **CERTIFICATION** page, review the certification text. When finished, click the **Submit** button in the upper right-hand corner of the screen. You have now completed your Annual Conflict of Interest Disclosure.

Update Annual Disclosure ← Back

- Introduction
- Roles
- Research Training
- Research Form
- General Form
- Outside Entity
- Proposed Management Pl...
- **CERTIFICATION**

Reporter: [Redacted] Disclosure Status: In Progress

Certification

By clicking **submit**, I affirm that the information submitted in this form together with any attachments is accurate to the best of my knowledge, that I have read and understand my obligations under applicable university policies and PHS Regulations (if appropriate), and that I will comply with the conditions and restrictions established by the University to manage, reduce, or eliminate any conflicts of interest or conflicts of commitment. Additionally, I commit to providing an updated disclosure form **within 30 days** of any significant change in the information I have provided.

Should you have questions or require assistance with the form, please contact the appropriate office below:

Research Conflict of Interest (COI) at coi@umd.edu

99% Complete

STEP 13: KCOI will bring you back to your main COI page. You will see your disclosure, the last action (which in this case is Submit) and the status (Submitted for Approval or Approved). Please review your responses to the Conflict of Interest and Commitment Disclosure Form. To **edit**, please **request to edit** to notify the administrator.

Update Annual Disclosure ← Back

Reporter	Disclosure Status	Submitted Date
	Submitted for Approval	Oct 14, 2021 4:02 PM

Read Only: To edit, please [request to edit](#) to notify the administrator.

Conflict of Interest and Commitment Disclosure Form

The University of Maryland's (UMD) reputation as a premier research institution depends on its reputation for research integrity. It is in this spirit that we expect all research undertaken at the institution to meet the highest standards for integrity in all areas of research endeavors (e.g., authorship and publication; data management and reporting; export compliance; conflict of interest and conflict of commitment disclosures and transparency; mentorship; use of human subjects or animals; laboratory, biological and radiation safety) as established by the international research community. To that end, we are dedicated to providing our faculty, students, trainees, and staff with the support, education and resources necessary to ensure a culture of integrity in every aspect of their work.

[University of Maryland Policies and Procedures on Conflict of Interest and Conflict of Commitment.](#)

[Print](#)
[Management Plan](#)

NOTE: If you wish to print your disclosure, click the **Blue Print Icon** located on the right side of the page.

After your disclosure is submitted, it is routed to your chair and dean for review and then to the COI Office. You will receive an email notification when: additional information is required, your disclosure is due to expire, it has expired and/or it is approved/acknowledged. In some cases, you will be asked to go back into your disclosure to revise or update the information. See the guide on KCOI Disclosure Revision for more details.

If you have any questions or need assistance with the online Annual Conflict of Interest Disclosure process, please email coi@umd.edu or call 301-405-4212.