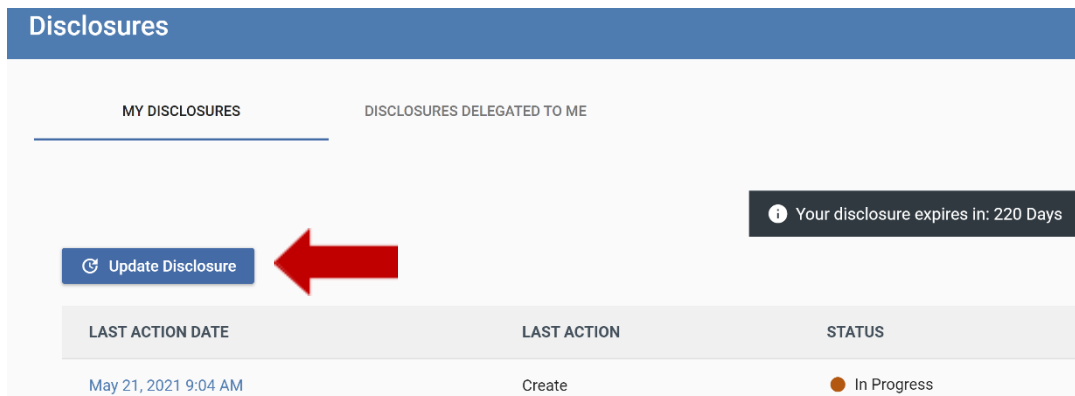# Updating or Revising a COI Disclosure in KCOI

Once your disclosure is submitted, it is automatically routed to your chair and dean and then to the COI Office. You will receive an email notification when: additional information is required, your disclosure is due to expire or has expired and/or it is approved/acknowledged. In some cases, you may be asked to go back into your disclosure to revise and/or update the information.

STEPS TO UPDATE A DISCLOSURE:

STEP 1: A COI disclosure must be **updated annually and within 30 days of a significant change** in the information provided. To do this, follow the same steps to enter the new or updated information (see instructions under Creating an Annual COI Disclosure in KCOI for a refresher). Once you are logged in, click **Update Disclosure** to enter your latest form. Review all answers and update or add as needed.
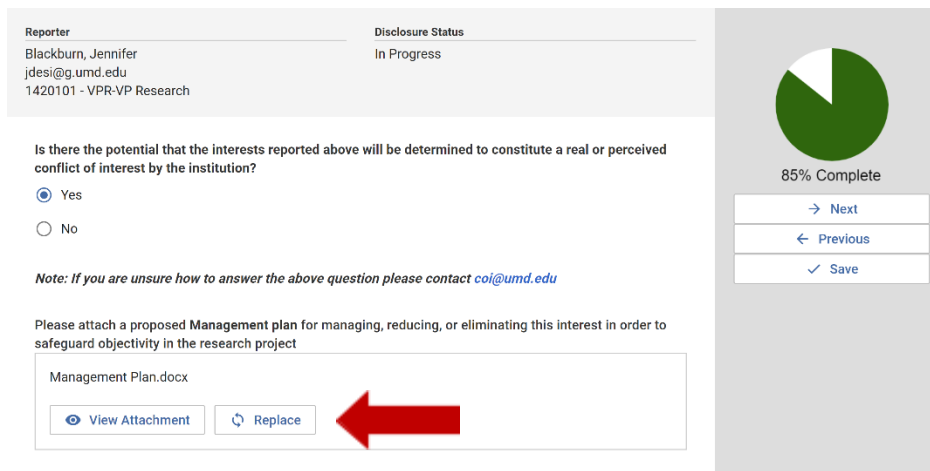

STEP 2: If you need to *revise, add, or subtract* an **Entity** or **Relationship**, go to the corresponding area within the form.

If you listed Entities on your form, you will need to go to the **Outside Entities Information** page and indicate your assessment of your relationship (Please refer to: Creating an Annual COI Disclosure in KCOI).

If you need to make changes to the Management Plan attached to your disclosure, please go to the **Proposed Management Plan** page. To revise the Management Plan attached to the disclosure, click the **Replace** icon. Attach the updated Management Plan (MP). If your disclosure will/does requires more than one MP, please contact the COI office for instructions.

Make any additional changes that are needed, continue to the **Certification** page, and click **Submit**.

STEPS TO REVISE A DISCLOSURE:

STEP 1: If your COI disclosure is returned to you for revisions, return to the disclosure via the Kuali portal (Please refer to: Creating an Annual COI Disclosure in KCOI). Your page will look similar to this, with the status reading **Revisions Required**. Click on the **date in blue** to enter the form.

STEP 2: An overview of the reviewer comments and questions that need your attention will be shown in a box on the right.

Scroll down the form to find the reviewer comments and click the **Comment** boxes.

STEP 3: Respond to each comment and click **save comment**, closing the pop-up menu using the **X** at the top right corner.
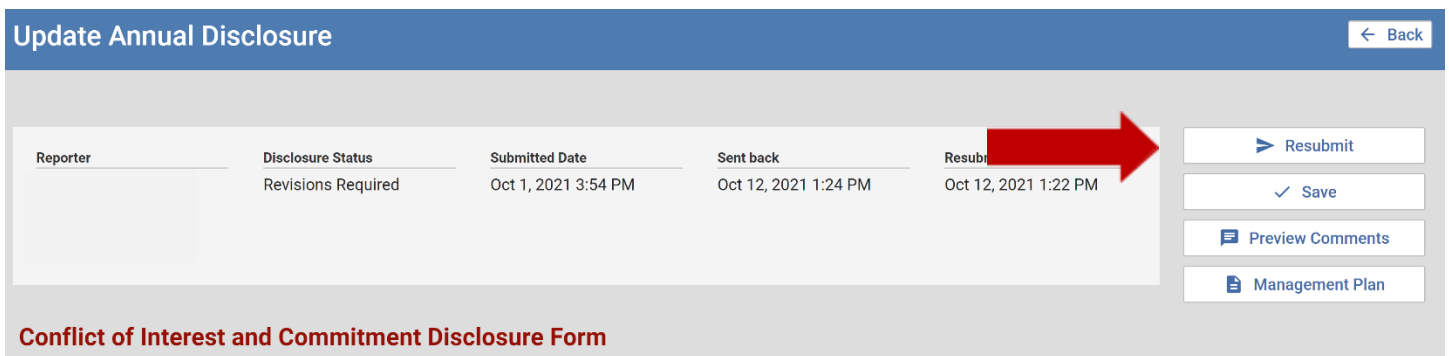

STEP 4: Once you have provided all the required comments and information, click **Resubmit**.

Once you click **Resubmit**, your disclosure will be submitted to the reviewer who will be in touch if any additional information is required.