

Request to Edit in KCOI

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

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 2: Open the Reporter's disclosure. Under the Reporter's name and contact information there will be a **Red Bar**. Click on **Request to Edit**. This action sends a notification to KCOI administrators that the Reporter would like their disclosure sent back.

CONFLICT OF INTEREST		kuali
Update Annual Disclosure		
Reporter Blackburn, Jennifer jdesi@g.umd.edu 1420101 - VPR-VP Research	Disclosure Status Submitted for Approval	Submitted Date Oct 12, 2021 12:40 PM
Read Only: To edit, please request to edit to notify the administrator.		

STEP 3: Once the request is made there will be a confirming **Orange Bar**. The KCOI administrator will review the request and, in most cases, return the disclosure to the Reporter for updating.

CONFLICT OF INTEREST		kuali
Update Annual Disclosure		
Reporter Blackburn, Jennifer jdesi@g.umd.edu 1420101 - VPR-VP Research	Disclosure Status Submitted for Approval	Submitted Date Oct 12, 2021 12:40 PM
Edit Requested - Oct 12, 2021 1:55 PM		

If the Reporter would like to cancel this request, they can use the **Cancel Edit Request** option that should appear along with the orange bar (on the right side of the screen).

Cancel Edit Request