



# DIVISION OF RESEARCH

Conflict of Interest Office  
COI@umd.edu

## MEMORANDUM

**To:** Kuali Conflict of Interest (KCOI) Viewers

**From:** Beth Brittan-Powell  
Conflict of Interest Administrator

**Subject:** KCOI Viewer Access

**Date:** April 2022

The COI Office now has a process to provide viewer access to KCOI. This will enable College/Department staff to view the status of a disclosure depending on their level of approval.

### **How do I get viewer access?**

Go to [UMD COI Access Request](#). Click new and fill out the information. You will need to sign the [KCOI confidentiality statement](#) and attach in the request. Multiple viewer requests can be made in a single form. When complete, hit save, and submit. The form will be automatically routed to your chair and/or dean for approval. Once approved, the COI Administrators will provide access.

### **When should you use this method?**

The new procedure asks that you check KCOI before contacting [COI@umd.edu](mailto:COI@umd.edu) to request an update.

- If you need to know if a disclosure has been submitted at the **time of proposal**.
- If you need to know the status of disclosure at **time of award**, or
- If you need to know the status of any COI disclosure, **at any time**.

### **What are potential disclosure statuses?**

#### ***At time of proposal***

Acceptable status  
Submitted for approval  
Resubmitted  
Approved

#### Unacceptable status

In progress  
Sent back  
Returned

#### ***At time of Award***

Acceptable status  
Approved

#### Unacceptable status

In progress  
Sent back  
Returned  
Submitted for approval  
Resubmitted

Search by name. The standard view shows the disclosure status. Click the name to see the approval information, including date and disposition – e.g., No COI Admin Approved, No COI Committee Review, Managed Conflict (Risk levels 1, 2, or 3).

### When should I contact COI@umd.edu?

- When there is no record in the KCOI system.
- When there is an unacceptable status in the record.
- When the status and/or date doesn't make sense for the proposal.
- When there is a question or concern.

### Email templates for information

**Subject: FCOI compliance verification FCOI compliance verification (PI: xx) Institutional Proposal # xx**

OR

#### Email template for information

**Subject: COI compliance verification**

Sponsor:

Prime Sponsor

PI:

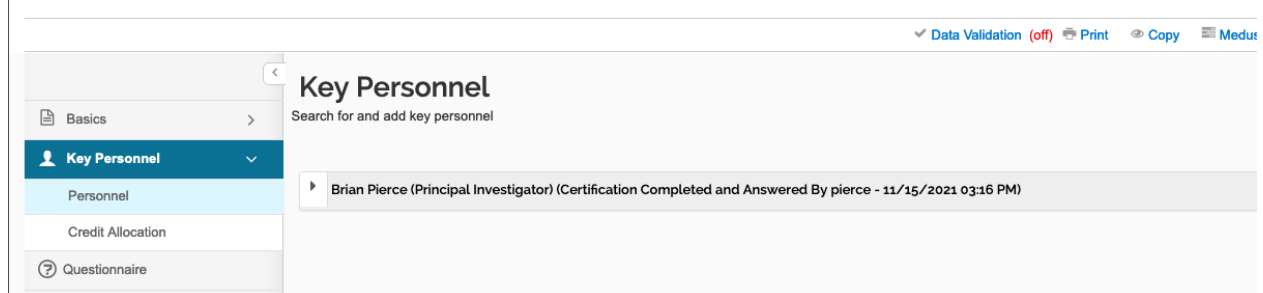
Project Title (Award Title):

Institutional Proposal Number:

Please include what you found in your search (e.g., nothing, link to disclosure, or screenshot of issue).

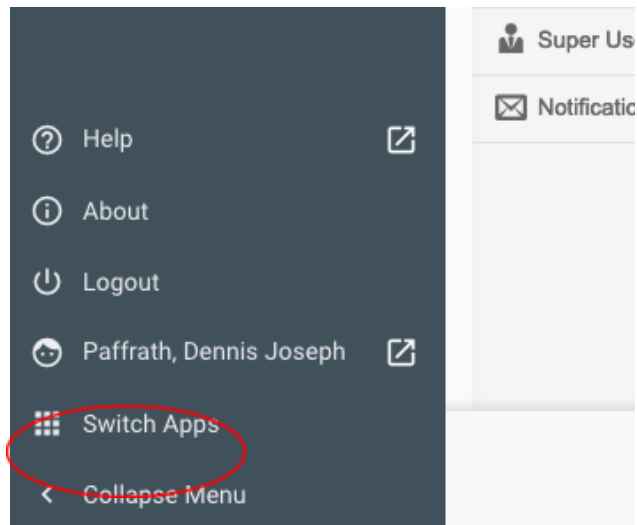
You have been given Viewer access by submitting a Kuali Build Form for KCOI Viewer access. To view a KCOI disclosure, the following steps need to be followed.

From the Key Personnel section of the Proposal, make a note of all individuals considered key personnel according to the sponsor this application is being submitted to. (Brian Pierce)

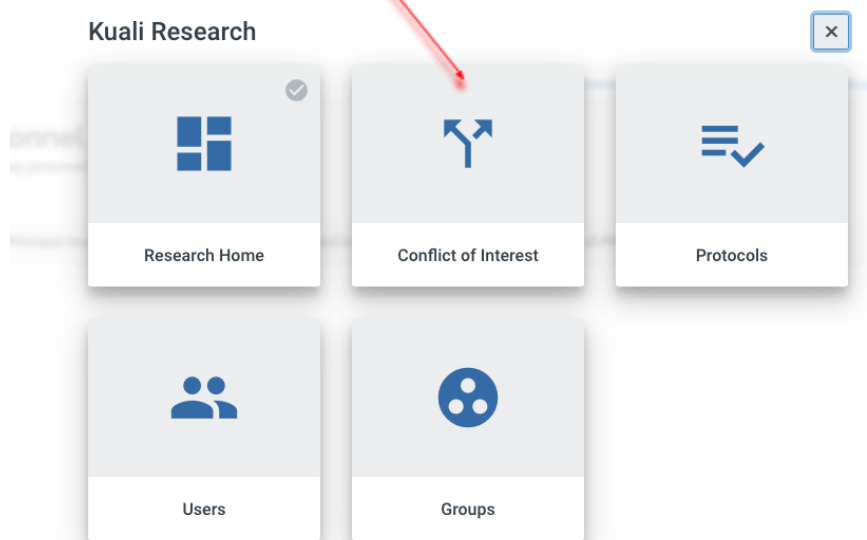


The screenshot shows the 'Key Personnel' section of the KCOI system. The left sidebar contains a navigation menu with 'Basics', 'Key Personnel', 'Personnel', 'Credit Allocation', and 'Questionnaire'. The 'Key Personnel' section is active, displaying a search bar and a list of personnel. The list includes 'Brian Pierce (Principal Investigator) (Certification Completed and Answered By pierce - 11/15/2021 03:16 PM)'. The top right of the interface shows 'Data Validation (off)', 'Print', 'Copy', and 'Medusa' icons.

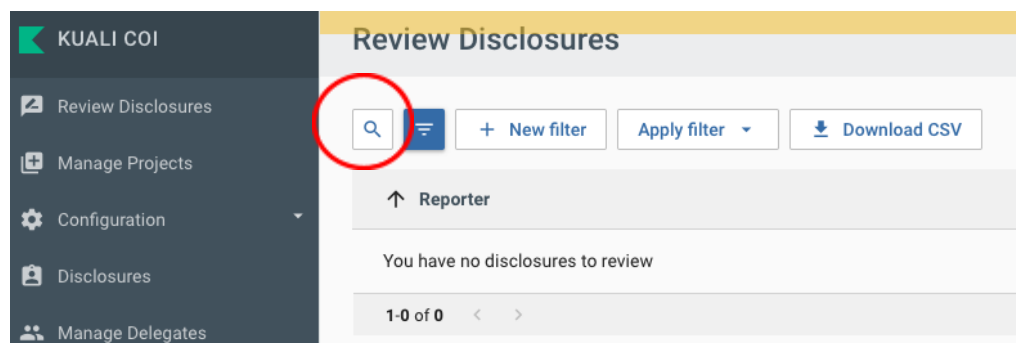
On the left hand side of Kuali, click on Switch Apps and click on Conflict of Interest



Click on Conflict of Interest



Click on Magnifying glass



Type in Last name of the person you are searching and a disclosure status will be provided.

Reporter	Submitted Date	Disclosure Status
Pierce, Brian Manville	Dec 9, 2021	Submitted for Approval

Note: Depending on the sponsor guidelines and disclosure status, the proposal may or may not be submitted to the sponsor until this individual and any other key persons have submitted their Conflict of Interest Disclosure into routing (Submitted for Approval).

Adding columns for other data within Kauli COI.

Click on the wind tunnel (filter).

Reporter	Submitted Date	Disclosure Status
Pierce, Brian Manville	Dec 9, 2021	Submitted for Approval

A new Filter Rule section will open up: Click on the “Choose Columns” under Table Column Visibility. (note there are 15 column types you can choose)

**Filter Rules**

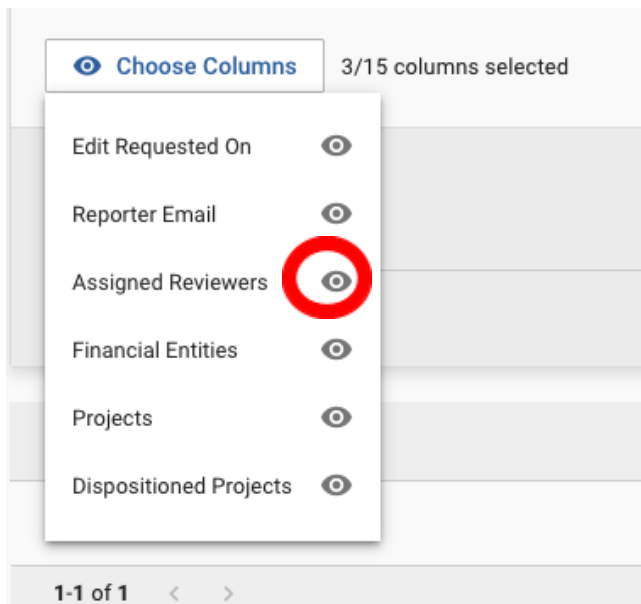
Where Reporter contains pierce

+ Add Rule

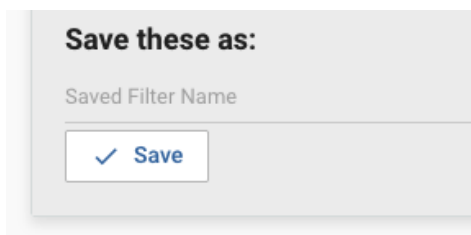
**Table Column Visibility** [Reset](#)

[Choose Columns](#) 3/15 columns selected

For example you might want to know who the Assigned reviewers are for this disclosure. Click the “eye” by the column choice: Assigned Reviewers



Once this has been selected, you must click on the “Save button” for this to be a permanent change to your filter/screen whenever you access KCOI.



Your screen should now display these columns.

Reporter	Submitted Date	Disclosure Status	Assigned Reviewers
Pierce, Brian Manville	Dec 9, 2021	Submitted for Approval	William Regli Complete   Dec 14, 2021 Denise Clark Complete   Dec 18, 2021 Amitabh Varshney Complete   Jan 7, 2022 Joseph Kelly Incomplete <a href="#">Assign Reviewers</a>

To view a disclosure, if necessary, click on the name that you have searched on.

Report	Submitted Date	Disclosure Status	Assigned Reviewers
Pierce, Brian Manville	Dec 9, 2021	Submitted for Approval	William Regli Complete   Dec 14, 2021 Denise Clark Complete   Dec 18, 2021 Amitabh Varshney Complete   Jan 7, 2022 Joseph Kelly Incomplete <a href="#">Assign Reviewers</a>

The disclosure form for this person should now open. You may scroll through the disclosure form and determine if all questions have been answered accurately, and if all known entities have been included.