

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.

LAST ACTION DATE	LAST ACTION	STATUS
May 21, 2021 9:04 AM	Create	In Progress
May 21, 2021 8:54 AM	Submit	Up to Date

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.

Reporter: Blackburn, Jennifer
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 coij@umnd.edu

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

Management Plan.docx

[View Attachment](#) [Replace](#)

85% Complete

[Next](#)
[Previous](#)
[Save](#)

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.



Disclosures		
LAST ACTION DATE	LAST ACTION	STATUS
Oct 12, 2021 1:14 PM	Send Back	● Revisions Required

Your disclosure expires in: 354 Days

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.

Research Conflicts of Interest

NOTE: Selecting 'Yes' to any of the questions below will prompt completion of the "Outside Entity Information" section of this form.

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?

Please include any compensation paid to you and your family members such as but not limited to: Consulting fees, Honoraria, Speaking fees, Sponsored or reimbursed travel, Income related to any interests or rights in intellectual property, Stipends, Dividends, Stock options, Gifts.

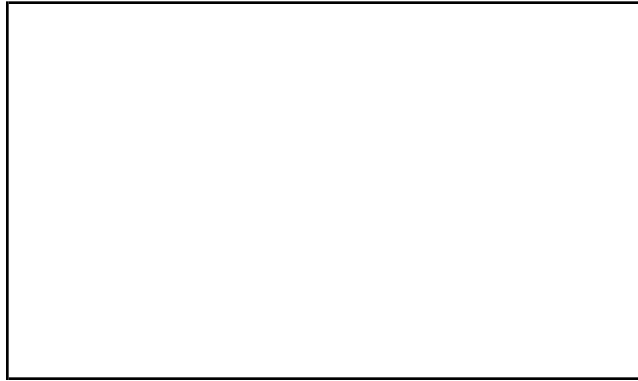
Yes Edit

Do you and/or your family members have an **equity interest** or have received remuneration in any publicly or non-publicly traded entity?

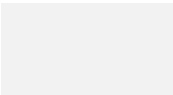
No 2 Comments



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**.



Update Annual Disclosure ← Back

Reporter	Disclosure Status	Submitted Date	Sent back	Resubmitted On
Milton, Donald dmilton@umd.edu 10002000 - School of Medicine	Revisions Required	Oct 1, 2021 3:54 PM	Oct 12, 2021 1:24 PM	Oct 12, 2021 1:22 PM

▶ Resubmit

✓ Save

Preview Comments

Management Plan

Conflict of Interest and Commitment Disclosure Form

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

