COI Disclosure Process for Department Heads

Department heads approve their own COI disclosure in the Kuali web interface. If however, they declare any financial entities or a potential conflict of commitment, they need to assign a “reviewer” to look over their disclosure. The assigned “reviewer” may then add comments or recommendations. The department head can then “approve” their own disclosure after any necessary actions are taken.

**Step 1:** Add a reviewer (supervisor or research associate dean)

1. Login in to the COI Kuali web interface at COI.colostate.edu
2. Select the “Disclosure Actions” tab at the top of page (under KC COI Disclosure)
3. Expand the “Administrator Actions” section
4. Under the “Add Reviewers Action” section enter in the user name of the reviewer (e.g. eID@colostate.edu)
5. Under “Reviewer Type” select “Assigned Reviewer”
6. Under “Actions” click in “add”
Step 2: Reviewer actions
1. The assigned “Reviewer” will receive a notification in their Kuali Action list that they are assigned as a “Reviewer” for a disclosure.
2. Upon opening the disclosure, the “Reviewer” should navigate to the Disclosure Actions tab at the top of page (under KC COI Disclosure).
3. Under the “Reviewer Actions” section, add a note as appropriate and select add.

Step 3: Review received
1. Discloser will receive a notification in their Kuali Action list that a note has been added to their disclosure
2. Navigate to the Disclosure Actions tab at the top of page (under KC COI Disclosure)
3. Open the “Administrative Actions” section
4. View the note and take any actions necessary
**Step 4:** Department Head approves their own disclosure

1. Navigate to the Disclosure Actions tab at the top of page (under KC COI Disclosure)
2. Open the “Administrative Actions” section
3. Select the “approve” button at the bottom of the page