How To Report Annual COI

All Faculty and Administrative Professional employees at Colorado State University are required to perform Conflict of Interest disclosure Annually. This process is done electronically through the Kuali Research web application here at CSU.

Step by Step Guide

Accessing CSU Kuali Research & Creating an Annual Disclosure

1. To find the CSU Kuali Research Application, click the Kuali Research (KR) link on the AAR site. You will be prompted to log in via your campus eid.
2. At the Welcome Page in CSU Kuali Research, select the COI menu from the top menu bar (in green) & choose “Create Annual Disclosure”. This will create a new Annual Disclosure for you. If you have a saved Annual Disclosure in progress, it will open it.
3. The KC COI Disclosure reporting form will load & will display two questionnaires in the Screening Questionnaire and Questionnaire panels respectively. Read and answer each questionnaire completely.
### KC COI Disclosure

**Screening Questionnaire**

**Questionnaire**

**Project & Financial Entity Relationships**

**Notes & Attachments**
4. Next, open the “Project & Financial Entity Relationships” panel. Here you will see you previously disclosed and, possibly, undisclosed projects. A “Financial Entity” is any fiduciary relationship with a business entity or organization external to CSU. The “projects” include a CSU Daily work activities project for all employees. Additionally, Research Investigators with awards from sponsors that require COI disclosure may see their Awards in this panel. If you answered “Yes” to any of the questionnaire questions, you will need to create Financial Entity entries as appropriate. If all of you answers were “No”, you don’t need to declare any Financial Entities, so skip ahead to the Certification section.
Declaring Financial Entities

1. All previously declared financial entities will appear under each project where you must “relatedness” status. If you have a new or previously undeclared financial entity, click on the “new financial entity” button. The “New Financial Entity” panel will load.
**Financial Entity**

<table>
<thead>
<tr>
<th><strong>Entity Name:</strong></th>
<th>High Speed Bearing Inc.</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Sponsor Code:</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Address Line 1:</strong></td>
<td>123 Speed Rd.</td>
</tr>
<tr>
<td><strong>City:</strong></td>
<td>Fort Collins</td>
</tr>
<tr>
<td><strong>State:</strong></td>
<td>COLORADO</td>
</tr>
<tr>
<td><strong>Country Code:</strong></td>
<td>United States</td>
</tr>
<tr>
<td><strong>Postal Code:</strong></td>
<td>80521</td>
</tr>
</tbody>
</table>

**Type:**
- For profit Organization (ol)
- *Public/Privately held:*
  - Private

**Related To Organization Flag:***

**Status Code:**
- Active

**Does this entity sponsor any of your research?:**
- Yes
- No

**Org Relation Description:**

**Describe the entity's area of business and your relationship to it:**
- High speed machine bearing design. I'm principal engineer for the company.

**Explain any involvement of students under your direction at this institution with this entity:**
- n/a

**Explain any involvement of staff or subordinates under your direction at this institution with this entity:**
- n/a
2. Complete the basic information describing the entity. Next answer the “Relationship Details” section for this entity.

<table>
<thead>
<tr>
<th>Relationship Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>If there is a Consulting Relationship with this entity:</td>
</tr>
<tr>
<td>- Have there been payments/reimbursements for travel to yourself or your immediate family from this entity?</td>
</tr>
<tr>
<td>- Does this consulting relationship result in the restriction on the release of any Research Results from yourself or your immediate family?</td>
</tr>
<tr>
<td>- Is the CSU Name or Logo used as part of your or your immediate family member’s consulting relationship?</td>
</tr>
<tr>
<td>Time Commitment:</td>
</tr>
<tr>
<td>- Time Commitment Per Week:</td>
</tr>
<tr>
<td>- If there exists a Consulting Relationship, an Employment Relationship, a Sole Proprietorship, an Ownership Interest, or a Financial Stake greater than $10,000 or 5% of a company:</td>
</tr>
<tr>
<td>- If the financial interest in this entity is greater than $10,000 or 5%, have you or your immediate family member achieve this position?</td>
</tr>
<tr>
<td>- Do you or your immediate family have the authority to create or approve financial transactions in the University’s real financial</td>
</tr>
</tbody>
</table>

3. When complete, select the submit button at the bottom of the form. You will be prompted if you wish to enter additional financial entities. If no, you will be returned to your COI disclosure.
Declaring Project – Entity Relationship

1. Once returned to your disclosure. In the “Project & Financial Entity Relationships” panel, specify relatedness status for each financial entity and project as appropriate.

2. When all project entity relationships are declared. You are ready to complete and certify your disclosure.

Disclosure Certification: Required last step for everyone
1. Open the “Certification” panel. Read and acknowledge the certification policy for you financial disclosure & click submit. This will save and route the Disclosure to your supervisor for review and approval.

2. Congratulations, you have completed your Annual COI disclosure.

Troubleshooting

Users may encounter a situation where the form does not submit and route. This is typically due to missing information.

1. Be sure to completely answer all questions in each applicable questionnaire.
2. If you answered “Yes” to any of the questions, you must declare at least one Financial Entity.
3. You must specify a relationship status for all declared Financial Entities and each of your CSU projects.
4. If you have additional questions regarding Financial Conflict of Interest and you CSU COI disclosure, please see the FAQ and other links in the “Conflict of Interest and Conflict of Commitment” section on CSU’s Provost Faculty & Administrative Professionals website.
5. If you see an error on submit that starts with: “Exception Description: Error binding to externally managed transaction”, please completely exit your disclosure and reopen (via the “Create Annual Disclosure” menu link) to submit. This issue is under investigation.