What to do when your COI dashboard displays “Update Required”

Some Federal and private sponsors (NIH, NSF, DOD, NASA) require an update to Conflict of Interest disclosures when there is an update to the award.

For example:

Cam the Ram submits and has an approved COI on July 1, 2023 that doesn’t expire until June 30, 2024.

On July 2, 2023 there is an update to their award from a Sponsor “on the COI list”.

Regardless of the June 30, 2024 expiration, the Sponsor requires Cam to update his disclosure.

Cam receives an email that they need to “Update their COI Disclosure”.

**Instructions**

1. Access the Kuali COI site using your CSU login information:
   [https://colostate.kuali.co/coi/dashboard](https://colostate.kuali.co/coi/dashboard)

2. Click the “Update Disclosure” box
3. Depending on how long it's been since the disclosure was submitted, it's possible that some disclosure questions have changed. On the right-hand side click “Next” and answer all required questions on each page until you get to the Projects page.

4. On the Projects page scroll down until you should see those awards which require updating. Answer the questions and click “Next”.

5. Click “Submit” when finished.