

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.

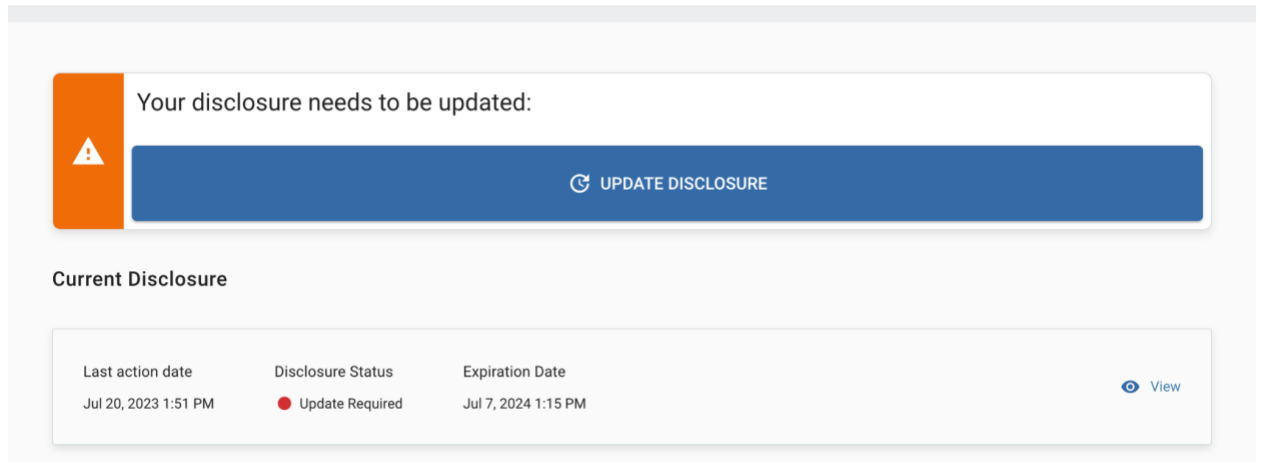
On July 2, 2023 there is an update to their award from a Sponsor “on the COI list”.

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 Kualu COI site using your CSU login information:
<https://colostate.kuali.co/coi/dashboard>
2. Click the “Update Disclosure” box



The screenshot shows a warning message in a white box with an orange border and a white triangle icon. The message reads: "Your disclosure needs to be updated:". Below the message is a blue button with a circular refresh icon and the text "UPDATE DISCLOSURE".

Below the warning box is a section titled "Current Disclosure" containing a table with the following data:

Last action date	Disclosure Status	Expiration Date	
Jul 20, 2023 1:51 PM	● Update Required	Jul 7, 2024 1:15 PM	View

- 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

60% Complete

- Introduction
- Employee Information
- Financial Entities
- Projects
- PROJECTS
- Certification

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✓ Save

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

Relationships

🔍 Bulk Project Declarations ▾

FINANCIAL ENTITY	DECLARATION	REPORTER COMMENTS	REVIEWER RECOMMENDED DISPOSITION	RELA
Littleton Public Schools	<input type="radio"/> No Conflict <input type="radio"/> Potential Conflict <input checked="" type="radio"/> Required	<input checked="" type="radio"/> Required		

🔍 Bulk Project Declarations ▾

FINANCIAL ENTITY	DECLARATION	REPORTER COMMENTS	REVIEWER RECOMMENDED DISPOSITION	RELATIONSHIP DI
Littleton Public Schools	<input checked="" type="radio"/> No Conflict <input type="radio"/> Potential Conflict	This relationship has no impact		

80% Complete

→ Next

← Previous

✓ Save

- Click "Submit" when finished"

Certification

By clicking "Submit"

I certify that this information is a complete and accurate disclosure at the time submitted and any required changes to my disclosure will be updated within 30 days.

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