This QuickStart Guide highlights the updated Conflict of Interest related procedures and new functions created by the implementation of the Kuali Coeus Conflict of Interest (KC COI).

**Initiators:** Login to the UCI Zot!Portal, [https://portal.uci.edu](https://portal.uci.edu), with your UCnetID and create a proposal in KC Proposal Development (refer to [Kuali Coeus Training Guides](#)).

Under the Personnel Tab, list all of the UCI Investigators involved in this project. “Investigators” are all individuals responsible for the design, conduct, or reporting of the project.

First click the magnifying glass icon to search for the Investigator.

Search by name or UCnetID. Once you’ve found the correct name select “return value.”

Questions about...

- **KC COI?** Contact the eRA Support Team, [era@research.uci.edu](mailto:era@research.uci.edu)
- **Conflict of Interest?** Contact the COI Team, [coioc@research.uci.edu](mailto:coioc@research.uci.edu)
Select the individual’s Proposal Role from the drop-down menu.

Then click “add person.”

Repeat these steps until all UCI Investigators have been added to the proposal.

Under the Questions tab, answer the updated Conflict of Interest Questions.

If you select “Yes” to the question on subrecipients, please include the PHS Form 800SRs or NSF Form 900SRs in the subrecipient package(s) you upload into KC.

If you select “Yes” to the question on non-UCI Investigators, please upload the PHS Form 800SRs or NSF Form 900SRs as a separate labeled file under the Abstracts and Attachments tab.

Other New Functions

In the Proposal Summary tab, you can see all of the disclosure statuses.

Questions about...

- **KC COI?** Contact the eRA Support Team, era@research.uci.edu
- **Conflict of Interest?** Contact the COI Team, coioc@research.uci.edu
In the Personnel tab, you can send an email to Investigators who have not completed their Annual Disclosure by selecting “request annual disclosure.”

Note: This email will automatically include all Investigators so you should delete the names of those Investigators who have already completed their disclosures.


### KC COI Email Tips

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