

KC COI Tip #1: Verify Successful Submission of the Annual Disclosure by Checking the Master Disclosure

After completing Annual Disclosure, an Investigator can navigate back to Zot!Portal and click on “Master Disclosure” to view Annual Disclosure responses and status to confirm that it has been completed.



KC COI Tip #2: Investigators with Positive Annual Disclosure Should Complete Paper Financial Disclosure Forms

After completing a Positive Annual Disclosure, **the Investigator need not take further action until contacted by the COI Team***. If the Investigator is listed on a funded Proposal or Personnel Document (Continuing PHS Awards only), **the COI Team will email the Investigator directly to obtain additional forms if necessary, which can also be found on the [COI Forms section](#) of the Office of Research webpage.**

*If Question 3 is answered “Yes” the Investigator should navigate back to Zot!Portal, click the “Create Travel Disclosure” link, and add a Travel Disclosure.