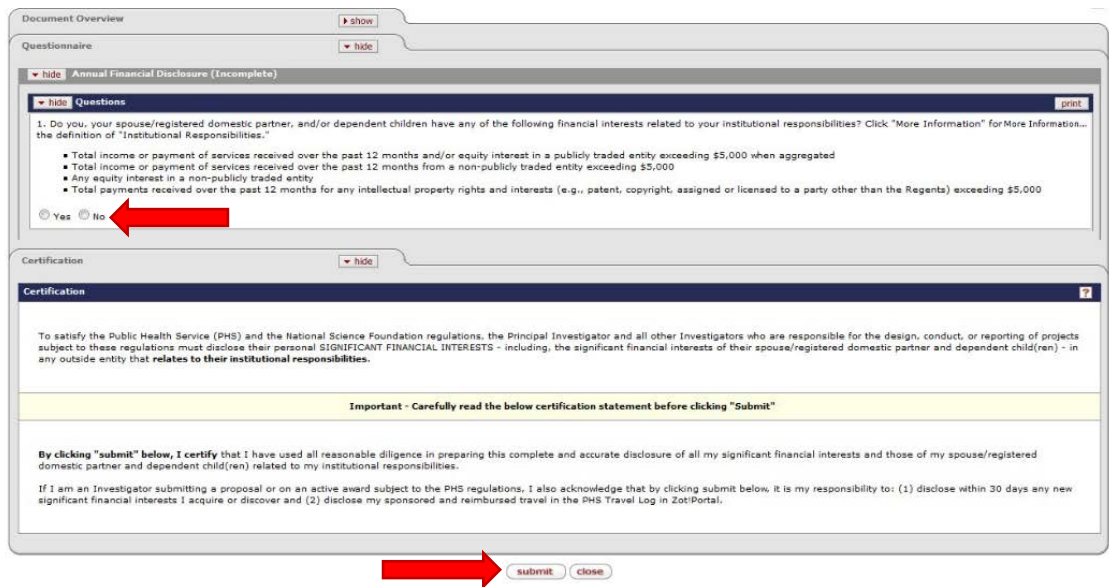


All Investigators: Login to the UCI Zot!Portal, <https://portal.uci.edu>, with your UCInetID.



In the Kuali Coeus Conflict of Interest section of the Research tab, click “Create/Update Annual Disclosure.”



Answer the question and click “Submit”. Once you have completed your Annual Disclosure, you will receive a confirmation email and be redirected to your Master Disclosure.

Note: PHS Investigators are also required to submit their travel disclosures (if applicable) by clicking the “Create New PHS Travel Disclosure” link in the Annual Disclosure confirmation email.

For more information regarding other KC COI features for Investigators, please read the [KC COI Investigator QuickStart Guide](#).

KC COI Email Notification	Action
Action Item/Action Required	Respond as soon as possible to avoid delays in processing your project(s)
Reminder	Respond if applicable (ex. you need to update your financial interests or your Annual Disclosure is about to expire)

Questions about...

KC COI? Contact the eRA Support Team, era@research.uci.edu

Conflict of Interest? Contact the COI Team, coioc@research.uci.edu