

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).

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

Complete Personnel Doc (for continuing PHS awards) without an approved PI Assistant- skip to page 3 if you have a PI Assistant

After SPA Officer receives notice of award, you will receive an email with a link to update and submit the Personnel Doc. Click the provided link.

Kuali Coeus Lookups Options ▾

- [Proposals Pending Preliminary Review](#) Displays all proposals in Preliminary Review queue
- [Proposals Pending Institutional Review](#) Displays all proposals in Institutional Review queue
- [Proposals to be Finalized](#) Displays all proposals to be Finalized
- [KC Document Search](#) Search any Kuali document type using document ID
TIP: Filter with "Document Type"
 - ProposalDevelopmentDocument, BudgetDocument, NegotiationDocument, InstitutionalProposalDocument, etc
- [Development Proposal Lookup](#) Search development proposals
- [Sponsor Code Lookup](#) Search for active sponsor codes. Please use the "[New Sponsor Code Request](#)" link to request for new sponsor codes.
- [Status of Award Setup](#) Search Award Status Setup
- [Status of Award Setup for PIs](#) Search Award Status Setup for Currently Logged in PI
- [Update Personnel for Continuing Awards](#) Update Personnel for Continuing Awards

Alternatively, go to the Zot!Portal and select "Update Personnel for Continuing Awards."

4 items retrieved, displaying all items.

Document Id	Document Type	Title	Status	Initiator	Date Created	Route Log
952786	Personnel Document	Personnel Document - TEST12345 : 1	ENROUTE	KAO, WANDA	04/19/2016 04:22 PM	
951274	Personnel Document	Personnel Document - TEST123-AWARD : 1	ENROUTE	WONG, NADIA	03/30/2016 04:20 PM	
949135	Personnel Document	Personnel Document - awardNo6 : 6	ENROUTE	MARGOLIS, NOAH	02/11/2016 04:01 PM	
949129	Personnel Document	Personnel Document - awardNo10 : 14	ENROUTE	MARGOLIS, NOAH	02/10/2016 05:06 PM	

Then click on the "Document Id" for the Personnel Doc you want to update.

Questions about...

- **KC COI?** Contact the eRA Support Team, era@research.uci.edu
- **Conflict of Interest?** Contact the COI Team, coioc@research.uci.edu

Personnel

	*Person	*Project Role	Email	Annual Disclosure	Actions
Add	Employee User Name: <input type="text"/>	select			<input type="button" value="add"/>
1	KAREN ALLEN	Co-Investigator	karen.allen@uci.edu	Negative	<input type="button" value="delete"/>
2	BEVERLEY ALBEROLA	Principal Investigator	beverley.alberola@uci.edu	Positive	<input type="button" value="delete"/>
3	MARCINETTE COPELAND	Co-PI Investigator	m.copeland@uci.edu	Negative	<input type="button" value="delete"/>

2 items retrieved, displaying all items.

Return Value	UCI Campus ID	Full Name	UCINetID	Email Address	Directory Department	Directory Title	Office Location	Office Phone	School	Active
return_value	000000015883	MARY ANTEATER	maryant	maryant@uci.edu						Yes
return_value	000000015879	PAUL ANTEATER	paulant	paulant@uci.edu						Yes

To edit the list of Investigators:

- Add: Search the name/UCInetID of who you are adding, then select "return value." Select the Project Role and click "add."
- Delete: Click "delete" in the individual's row.

"Investigators" are all individuals responsible for the design, conduct, or reporting of the project.

Non-UCI Investigator Questions

Non-UCI Investigator Questions

There are subrecipients complying with UCI's PHS conflict of interest policy on this project. I understand that it is my responsibility to collect the Form 800SR from all subrecipient Investigators.

There are Non-UCI Investigators on this project. I understand that it is my responsibility to collect the Form 800SR from all Non-UCI Investigators.

Attachments

File	* Description	Actions
Add: <input type="button" value="Browse..."/> No file selected.		<input type="button" value="add"/>

Check the appropriate boxes:

If you check either or both boxes, you must attach files for completed form(s) 800SR. Click "browse", select the file, enter a description, and click "add".

By clicking approve below, I certify as the Principal Investigator of this project that this is an accurate and complete list of all UCI Investigators on this project. I also acknowledge by clicking approve below, that as the Principal Investigator, it is my responsibility to identify the Investigators on this project and collect the required financial disclosures (when applicable) to comply with the PHS regulations regarding financial conflict of interest.

Click "approve" after the list of Investigators is complete.

If there are no changes to the previously submitted list of personnel including subrecipients and non-UCI Investigators, then click "Approve."

The award funds will be released once all Investigators have been cleared by Conflict of Interest.

Questions about...

- **KC COI?** Contact the eRA Support Team, era@research.uci.edu
- **Conflict of Interest?** Contact the COI Team, coioc@research.uci.edu

Approve Principal Investigator’s Assistant (PI Assistant)- optional

PI Assistant: administrative staff member you approve to help you update the Personnel Doc for continuing PHS compliant awards. Refer to the PI Assistant QuickStart Guide for instructions on how your staff can request this role.

Chart Code:	IR
Organization Code:	7121
Action Type Code:	
Priority Number:	0
Action Policy Code:	
Force Action:	false
Grantee's Primary Organizaton:	IR-7121

Notes and Attachments (0) [show](#)

Route Log [show](#)

[reload](#) [approve](#) [disapprove](#) [close](#)

After the administrative staff member has submitted their request to be your PI Assistant, you will receive an email requesting your approval. Click the link, review and click “Approve.”

Access Request | **Approval Queue** | Reports

Action List | Document Search

Action List Backdoor Id kallen is in use [preferences](#) [refresh](#) [filter](#)

Action List

One item found. PAGE 1

Id	Type	Title	Route Status	Action Requested	Initiator	Delegator	Date Created	Group Request	Scanned?	Log
2335722	KSAMS Request Document Workflow	KSAMS Request Document Workflow - Add Access Request	ENROUTE	APPROVE	WONG, NADIA		11:46 AM 04/27/2016			

Alternatively, you can go to the Kualo Coeus Conflict of Interest section and click the “KSAMS” link or visit <https://systems.oit.uci.edu/kfs/ksams/myAccess.htm>. Then select the “Approval Queue” tab and open the access request by clicking the “Id.” Review the request and click “Approve.”

Questions about...

- **KC COI?** Contact the eRA Support Team, era@research.uci.edu
- **Conflict of Interest?** Contact the COI Team, coioc@research.uci.edu

Complete Personnel Doc (for continuing PHS awards) with PI Assistant

(PI Assistant must be approved before SPA initiates the continuing award process)

After SPA Officer receives notice of award, you and your PI Assistant will receive an email with a link to update and submit the Personnel Doc. Your PI Assistant can update the Personnel Doc and submit to you for your final approval.

▪ By clicking approve below, I certify as the Principal Investigator of this project that this is an accurate and complete list of all UCI Investigators on this project. I also acknowledge by clicking approve below, that as the Principal Investigator, it is my responsibility to identify the Investigators on this project and collect the required financial disclosures (when applicable) to comply with the PHS regulations regarding financial conflict of interest.



If your PI Assistant updated the Personnel Doc, then you will receive an email with a link for your final approval of the Personnel Doc. Click “approve.”

*If there are any subrecipients following UCI’s COI policies or any non-UCI Investigators/Collaborators, collect and submit the [Form 800SRs](#). Email the completed forms to coioc@research.uci.edu.

The award funds will be released once all Investigators have been cleared by Conflict of Interest.

Form 800SR: <http://www.research.uci.edu/compliance/conflict-of-interest/forms-references/index.html>.

KC COI Email Tips

KC COI Email Notification Type	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...

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