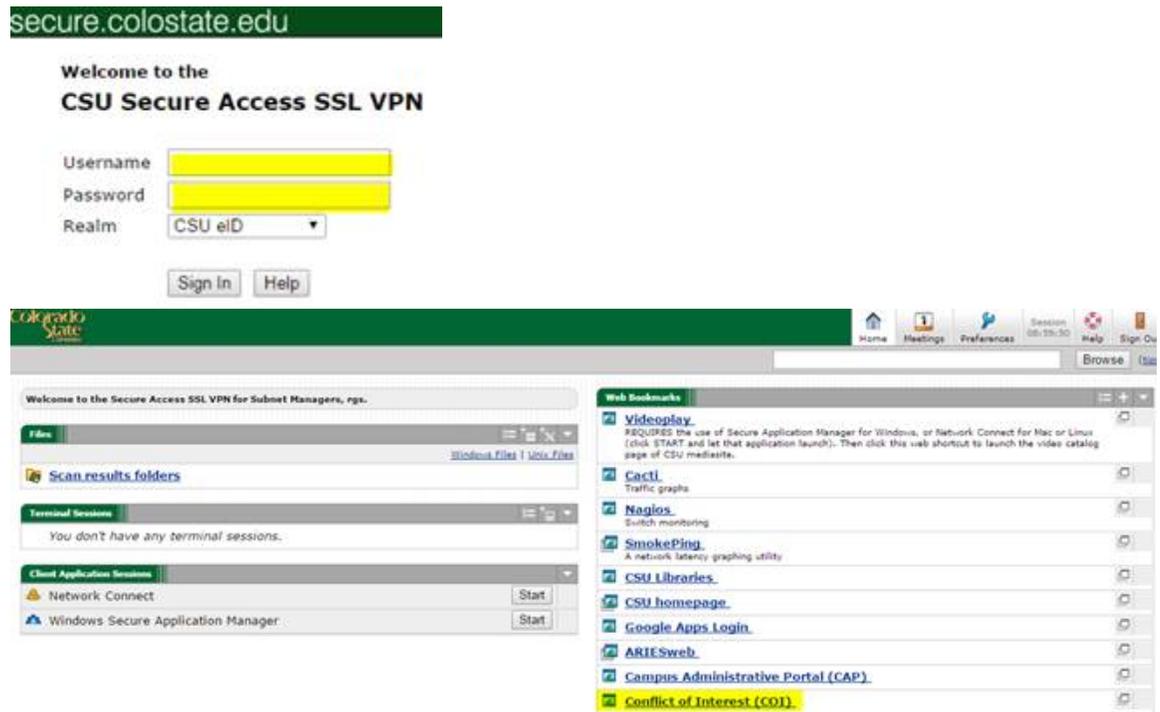# Kuali Coeus Conflict of Interest
Frequently Asked Questions

1. *How do I access the Kuali Coeus COI system from off-campus?*
   Answer:
   The KC COI application can be accessed from off-campus by clicking on the Conflict of Interest (COI) link within the Secure.Colostate.edu website.

2. *Nothing happens when I click the Log Out button.*
   Answer: Not a problem! The log out button in Kuali does not function due to the Sibboleth single sign-on system (where you're asked to select your campus and log in with your eID prior to entering Kuali). Your CSU single sign-on session remains active until you completely exit your web browser. Simply close your browser when you are finished in order to sign off.

3. *As administrative support, how do I view a list of employees who have completed their annual disclosure in my department?*
    Answer: Various reports will be available to authorized users after April 1, 2015. Report Viewers can access the following reports:

    1. Who has not completed their Annual COI Disclosure?
    2. Who has completed their disclosure but has not been approved?
    3. All Management plans in place – Who has a management plan?
    4. Travel over $5,000 for Sponsor
    5. Create the Annual Memo to the Provost on delayed COI Disclosures

    Please go to ethority.colostate.edu. Users with eThority access can run, schedule, print, etc reports from the COI Library. For those without eThority permissions, please contact Missy Hein at 970.491.7037 or melissa.hein@colostate.edu to obtain access.

    If you need to request Report Viewer Access, complete an access request form:
    https://rsweb.research.colostate.edu/coi/COIRolesRequestForm.pdf

4. *What do I do if I have a disclosure in my action list for someone that I do not supervise?*
    Answer:
    a) Some larger divisions may have multiple approvers assigned to one unit. In this case, all approvers will see all of the disclosures for that unit in their action list and each will receive e-mail notifications for them. Each approver will need to self-select the correct disclosures to review from their action list. The disclosures will be removed from all action lists as soon as they have been approved.
    b) Employees may have more than one part-time assignment across different departments. The annual disclosure will show in the action list of the unit head of the department that is marked as primary in Kuali and/or Oracle. If you feel that a different unit head would need to assist in making a conflict of interest determination for an individual, you may assign another unit head as a Reviewer by opening the Disclosure Actions tab and then the Administrator Actions panel. Then complete the approval after you receive notification that the review is complete.
    c) Graduate students or postdocs who are employed in your department may be listed as key personnel on a PHS funded grant in a different department, and have been asked to complete a COI disclosure in association with the grant. They will show in the action list of the unit head where their primary work assignment is listed. You may assign another unit head as a Reviewer and complete the approval after their review is complete.

5. *Who is required to complete an annual Conflict of Interest/Conflict of Commitment disclosure?*

Answer:

CSU policy requires that all Faculty and Administrative Professional employees complete an annual disclosure, including those who are part-time, temporary, off-campus or on leave. Those who are listed as a PI, Co-PI or key personnel on a PHS agency research grant are also required to complete a disclosure regardless of the employee type (for example a postdoc may need to disclose as key personnel). Other employees may be asked to complete a disclosure as deemed necessary by their unit head. See the CSU policy on Conflict of Interest and Conflict of Commitment in the Academic Faculty & Administrative Professional Manual: http://www.facultycouncil.colostate.edu/files/manual/sectiond.htm#D.7.6

6. *What is the difference between an approver and a reviewer?*

Answer:

An **Approver** is a unit head or department chair who has the authority to approve COI Disclosures for their unit. An approver is the only person who can finalize the annual disclosure.

A **Reviewer** is the second level of review, usually a Dean or Research Associate Dean. The reviewer adds notes and a recommendation of action to a disclosure that a unit head has submitted to them due to presence of a conflict or potential conflict. The reviewer then returns the disclosure to the unit head approver who will finalize the approval process.

7. *Why do I see notes and/or attachments from past disclosures when I create a new annual disclosure?*

Answer:

All notes and attachments are available for view in the Notes & Attachments panel of the annual disclosure as part of the historical record.