Functionality FAQ

Kuali Build Conflicts of Interest Disclosure Form

Have a question that's not on this list? Email coi@hawaii.edu for your conflicts of interest (COI) questions. For technical assistance, submit a ticket to the Office of Research Services (ORS) at http://go.hawaii.edu/eVP.

How do I access and log in to complete my Conflicts of Interest disclosure form in the Kuali Build application?

The Kuali Build COI Disclosure application requires a single sign-on through the UH Central Authentication Service (CAS). Please access the application at https://research.hawaii.edu/orc/kbCOI/ with an internet browser other than Internet Explorer (e.g., Google Chrome, Mozilla Firefox, etc.). You will be prompted to log in with your UH credentials if you are not already logged in through CAS.

Employees (Submitters)

Do I need to complete the Kuali Build COI Disclosure form if I have a current disclosure in the Research Conflicts of Interest (rCOI) system, which is connected to myGRANT?

No. If you have a current disclosure in the rCOI system you do not need to complete the COI disclosure form in the Kuali Build application which is intended for employees not involved in extramural funding.

You can verify that you have a current rCOI disclosure completed in the last 12 months by going to https://mygrant.ors.hawaii.edu/rCOI/ or clicking on the "My COI" icon shortcut from the myGRANT homepage.

When are disclosures required to be completed? How often must I submit a disclosure?

Per UH AP A5.504, disclosure forms must be submitted 1) within 30 days of initial hire or appointment to a University or RCUH position, 2) at least annually thereafter with submission by April 15 each year, and 3) at any time when an actual or potential conflict of interest or commitment arises or when there are changes to, or elimination of a prior conflict.

For UH faculty and employees, what if the auto-populated supervisor name is incorrect or vacant?

If incorrect or vacant, select "Manual Entry - UH Faculty" or "Manual Entry - UH Employee (Non-Faculty)" under the Employee Type drop-down and manually enter your supervisor's UH username (e.g., "jsmith" for jsmith@hawaii.edu).

Where can I see disclosure forms I've submitted or saved?

To access disclosures that you have submitted, go to the Submissions page at https://hawaii.kualibuild.com/app/builder/#/my/submissions. The Submitted page allows you to see forms that you have submitted, including their status in the workflow process.

To access disclosures that you have saved, go to the Drafts page at https://hawaii.kualibuild.com/app/builder/#/my/drafts. The Drafts page maintains forms that you have begun but not yet submitted.

Can I save and edit my disclosure <u>before</u> it has been submitted?

Yes. If you are not yet ready to submit your disclosure but want to save what you have completed, you may save it by clicking the "Save" button. To access your saved disclosure before it has been submitted, go to the Drafts page at https://hawaii.kualibuild.com/app/builder/#/my/drafts. The Drafts page maintains your disclosure forms that you have begun but not yet submitted. You can see when the form was created and how much time has elapsed since then. By clicking on the form, you can make changes, submit, or discard the form.

Can I edit my disclosure <u>after</u> it has been submitted?

No. After you have submitted your disclosure, you will not be able to edit your disclosure. You may, however, withdraw your disclosure from the approval workflow process. Once withdrawn, you are able to duplicate the submission, make changes to it, and resubmit. Submissions can only be withdrawn if they are in progress. Approved or Denied forms can no longer be withdrawn.

To access your disclosure, go to the Submissions page at https://hawaii.kualibuild.com/app/builder/#/my/submissions. In the Actions column on the right, the "Withdraw Submission" function is accessible by clicking on the three vertical dots icon (kebab menu). You may also withdraw your disclosure by opening your disclosure from the Submissions page and clicking the "Withdraw" button located on the right side of the screen under the Actions panel. Once withdrawn, you may create a new copy of your disclosure form with the "Duplicate and Edit" function.

My disclosure was sent back. What do I do?

If your disclosure was sent back by either your immediate supervisor or next-level supervisor, you will receive a notification by email that your disclosure was sent back. To access your disclosure that was sent back, click on the "View Item" button included in the email notification which will take you to the Workflow Status of your disclosure. Included in the Workflow Status are comments from your supervisor regarding the reasons for sending back your disclosure. You will find the comments below the term "Sent Back" in either the Immediate Supervisor Review or Next-Level Supervisor Review section.

To edit and resubmit your disclosure, toggle the View from "Status" to "Review" on the left side of the Workflow Status screen, which will take you to the content of your disclosure form.

My disclosure was denied. What do I do?

If your disclosure was denied by either your immediate supervisor or next-level supervisor, you will receive a notification by email that your disclosure was denied. The reason for the denial is noted in the last set of pages of the PDF document attached to the email. A denial cancels your disclosure and ends the workflow process for the current submission.

If you need to submit a new disclosure form, you may use the "Duplicate and Edit" function to carry over data to your new disclosure. The "Duplicate and Edit" function is accessible in the “Actions” column by clicking on the three vertical dots (kebab menu) on the Submissions page at https://hawaii.kualibuild.com/app/builder/#/my/submissions.

What if I submitted a disclosure form in error?

Once your disclosure form is submitted, you will not be able to edit your form. You may, however, withdraw your disclosure from the approval workflow process and submit a new disclosure form. See “Can I edit my disclosure after it has been submitted?” for details.

How do I see my active disclosure form that I have already submitted? Where can I see status updates on my disclosure?

To access your submitted and active disclosure form, go to the Submissions page at https://hawaii.kualibuild.com/app/builder/#/my/submissions to see the form with the “In Progress” status. Once your disclosure is approved by your immediate supervisor and next-level supervisor, the status will show “Complete.”

How do I see all the disclosure forms that I have submitted, regardless of status?

To access all disclosures that you have submitted, regardless of status, go to the Submissions page at https://hawaii.kualibuild.com/app/builder/#/my/submissions. The status of the disclosure form will be one of the following:

- In Progress: Form is still going through the workflow process
- Complete: Form has completed the workflow process and has been approved
- Denied: Form has been denied and is no longer in the workflow
- Withdrawn: Form was withdrawn and is no longer in the workflow

Do I need to keep a copy for my records?

It’s not necessary, but you may keep a copy if you wish. Once your disclosure has been fully approved, you will receive an email notifying you that your disclosure has been approved. The Kuali Build COI Disclosure application will serve as your online record.

Reviewers

How do I access disclosure forms that are ready for my review?

Once a disclosure form has been submitted, if you are an immediate supervisor or next-level supervisor of the employee, you will receive a notification by email that the disclosure is ready for your review. Click on the "Begin Review" button in the email to access the disclosure for your review. To access a list of other disclosure forms for your review, click on the link to your Action List at https://hawaii.kualibuild.com/app/builder/#/actions. When assigned as a reviewer, you will be able to approve, deny, or send back the disclosure to the employee (submitter) or a previous reviewer if you are assigned as a next-level supervisor.

How do I approve a disclosure form?

Click on the "Begin Review" button in the email to access the disclosure for your review. To access a list of other disclosure forms for your review, click on the link to your Action List at https://hawaii.kualibuild.com/app/builder/#/actions and select the form to approve. In the Actions panel on the right side of the screen, you will see a list of actions you can take, including "Approve" which will allow you to approve the form and add optional comments related to the approval action.

I have questions for the employee (submitter) or want them to make a change to their disclosure. How do I do that?

If you are reviewing as the immediate supervisor, you can add your comments in the "Immediate Supervisor comments" section of the form and select "Send Back" in the Actions panel on the right side of the screen. By selecting "Send Back" you will also be prompted and required to include comments before sending back the disclosure.

If you are reviewing as a next-level supervisor, you can add your comments in the "Next-Level Supervisor comments" section of the form and select "Send Back" in the Actions panel on the right side of the screen. Under the "Send Back To" section, select the "Form Submission" radio button. You will be required to include comments related to the send back action.

What happens if I "Send Back" a disclosure?

By sending back a disclosure, it provides you with the option to send the form back to an earlier step in the workflow or sending it back to the employee who submitted the form. If you are reviewing as the immediate supervisor, you have the option to send it back to the employee. If you are reviewing as the next-level supervisor, you have the option to send it back to the employee or to the immediate supervisor. In both instances, you will be required and prompted to include comments before sending back the disclosure.

What happens if the disclosure is sent back to me as the immediate supervisor reviewer?

If the next-level supervisor sends the disclosure back to you as the immediate supervisor reviewer, you will receive a notification by email that the disclosure was sent back for your review. To access the disclosure that was sent back, click on the “View Item” button included in the email notification which will take you to the Workflow Status screen of the disclosure. Included in the Workflow Status are comments from the next-level supervisor regarding the reasons for sending back the disclosure for your review. You will find the comments under “Sent Back” below the Next-Level Supervisor Review section.

To edit your conflicts of interest recommendation and/or comments, toggle the View from “Status” to “Review” on the left side of the Workflow Status screen, which will take you to the content of the disclosure form.

What happens if I “Deny” a disclosure?

If you deny a disclosure form, it cancels the submitted disclosure and stops the workflow process. You will also be prompted and required to include comments before denying the disclosure. The comments you include will be noted in a PDF document attached to the email notifying the employee that their disclosure form was denied. Once a disclosure is denied, a new disclosure form will need to be submitted by the employee if needed.

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Questions?

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