

# Kuali Build Conflicts of Interest Disclosure Form Guide for Employees (Submitters)

## Overview

For guidance on whether you are required to complete this form **OR** the **rCOI Disclosure Form** please visit the UH COI website: [Who must complete a COI disclosure form and which one should be completed?](#)

If you are not involved in extramurally sponsored projects and you must still complete a COI disclosure form, please use the Kuali Build version. Currently, the Kuali Build COI Disclosure form is available for 3 types of submitters: 1) UH Board of Regents appointees (Executive, Faculty, APT, and Civil Service), 2) Research Corporation of the University of Hawaii (RCUH) employees, and 3) UH students.

The Kuali Build COI Disclosure form is available for completion at <https://research.hawaii.edu/orc/kbCOI/>.

## Disclosure Deadlines

Your Kuali Build COI Disclosure form 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.

## Disclosure Tasks

This guide is divided into sections, each describing a task that may be associated with completing your disclosure form.

- [Access Your COI Disclosure Form](#)
- [Complete Your Disclosure Form](#)
- [Access Submitted and Saved Disclosure Forms](#)
- [Withdraw Your Disclosure Form](#)
- [Your Disclosure Form Has Been Sent Back](#)
- [Your Disclosure Has Been Denied](#)
- [Duplicate Your Disclosure Form](#)

For more information refer to the [FAQ](#).

# Access Your Disclosure Form

## Navigation

The Kualu Build COI Disclosure application requires a single sign-on through the UH Central Authentication Service (CAS). Log in with your UH credentials to 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.).

## Complete Your COI Disclosure Form

This section describes how to complete your COI disclosure form. Read the instructions at the top of the form, then scroll down to continue.

Enter your Job Title and Department / Program. Select your campus from the Campus drop-down list. Select your Employee Type from the drop-down list. If you select “UH Faculty” as the Employee Type, the Immediate Supervisor and Next-Level Supervisor fields will auto populate. If you select “UH Employee (Non-Faculty),” the Immediate Supervisor field will auto populate.

For UH faculty and employees, if the auto populated supervisor name is 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](mailto:jsmith@hawaii.edu)).

For RCUH and student employees, manually enter your supervisor’s UH username.

Employee Information (Submitter)	
Name	Job Title *
Campus * ?	
Department / Program *	
Employee Type *	

## Disclosure Form Questions

Answer the questions by selecting either “Yes” or “No.”

If you select “Yes” on a question, the form will expand to show additional questions or requests for details. Complete the additional fields.

### 1. Ownership and Equity Interests

Do you or any member(s) of your immediate family own or control any equity interest (e.g., stock, stock options) in an entity that could appear to be related to your institutional responsibilities? \*

Yes  
 No

Provide details of ownership or equity interest for yourself and any member(s) of your immediate family in an entity that appears to be related to your institutional responsibilities.

Entity Name *	Person Holding the Interest *
	<input type="radio"/> Self <input type="radio"/> Spouse/Domestic Partner <input type="radio"/> Dependent Child(ren)

## Actions

The following functions are available in the Actions panel on the right side of the screen.

### Actions

**Submit**

**Save**

**Discard**

Click “Submit” when you have completed all parts of the form and your disclosure is ready for review.

Click “Save” if you’re not ready to submit your form and want to return to it at a later time to complete.

Click “Discard” only if you want to delete your form from the system.

By submitting the form, you certify that you have read the UH policies on conflicts of interest and commitment and that your disclosure form is an accurate and complete statement of your outside interests and activities.

## Submission Confirmation

After you click “Submit” you will receive an email confirmation. Once your disclosure is submitted, it will be routed to your supervisor(s) for their review and approval.

## Approval Confirmation

Once your disclosure has been fully approved, you will receive an email notifying you that your disclosure has been approved. The Kualu Build COI Disclosure form will serve as your online record. A copy of your approved disclosure form will be sent to your unit’s assigned HR representative.

# Access Submitted and Saved Disclosure Forms

## Access Submitted Disclosure Forms

To access disclosure forms that you have submitted, go to the Submissions page at <https://hawaii.kualibuild.com/app/builder/#/my/submissions>.

Form	Date Submitted ↓	Time Elapsed	Status	Actions
<a href="#">UH Conflicts of Interest Disclosure Form</a>	Mar 1, 2022 - 10:21am	1 day	COMPLETE	⋮
<a href="#">UH Conflicts of Interest Disclosure Form</a>	Mar 1, 2022 - 10:02am	1 day	IN PROGRESS	⋮
<a href="#">UH Conflicts of Interest Disclosure Form</a>	Mar 1, 2022 - 9:32am	1 day	WITHDRAWN	⋮
<a href="#">UH Conflicts of Interest Disclosure Form</a>	Mar 1, 2022 - 8:43am	1 day	DENIED	⋮

The status of the disclosure form will be In Progress, Complete, Denied, or Withdrawn.

### Status

COMPLETE

**Complete:** Form has completed the workflow process and has been approved

IN PROGRESS

**In Progress:** Form is still going through the workflow process

WITHDRAWN

**Withdrawn:** Form was withdrawn and is no longer in the workflow

DENIED

**Denied:** Form has been denied and is no longer in the workflow

## Access Saved Disclosure Forms

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.

## Withdraw Your Disclosure Form

After you have submitted your disclosure form, you will not be able to edit your disclosure. You may, however, withdraw your disclosure from the approval workflow process. Once withdrawn, you can 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).

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Submitted Drafts (16)

Form	Date Submitted ↓	Time Elapsed	Status	Actions
<a href="#">UH Conflicts of Interest Disclosure Form</a>	Mar 1, 2022 · 10:21am	2 days	COMPLETE	⋮
<a href="#">UH Conflicts of Interest Disclosure Form</a>	Mar 1, 2022 · 10:02am	2 days	IN PROGRESS	⋮
<a href="#">UH Conflicts of Interest Disclosure Form</a>	Mar 1, 2022 · 9:32am	2 days	WIT	↶ Withdraw Submission
<a href="#">UH Conflicts of Interest Disclosure Form</a>	Mar 1, 2022 · 8:43am	2 days	DE	📄 Duplicate and Edit
<a href="#">UH Conflicts of Interest Disclosure Form</a>	Feb 28, 2022 · 12:09pm	3 days	COMPLETE	⋮

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.

**University of Hawaii Conflicts of Interest Disclosure Form**

This form must be completed by all "employees" (defined in [APM 5.504](#), Section II.K.) as required by [EP 12.214](#). Disclosures must be provided at least annually, and updated as required by the UH executive and administrative policies.

For more information refer to the [User Guide](#) and [FAQ](#) for this form.

If you have a current disclosure in the rCOI system, you do not need to complete a disclosure here.

**Deadline for Employees to Submit: Annually by April 15.**

If you have any questions about conflicts of interest (COI), contact the Office of Research Compliance (ORC) at [coi@hawaii.edu](mailto:coi@hawaii.edu). If you encounter any technical problems with this form (non-COI questions), submit a ticket to Office of Research Services (ORS) at <http://go.hawaii.edu/eVP>.

**Employee Information (Submitter)**


**Actions**

Close  
Withdraw  
Duplicate and Edit

## Your Disclosure Has Been Sent Back

If your disclosure was sent back by your 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 at the top of the page are your supervisor’s “Send back” comments.

An item has been sent back to you (0011)

 **Kuali Notifications** <no-reply@mail.kualibuild.com>  
to me ▾



Hello [redacted]

An item has been sent back to you in the following app:

**UH Conflicts of Interest Disclosure Form (OVPRI)**

[View Item](#)

This email was automatically generated.  
Powered by Kuali Build




**Sent back** This proposal has been sent back by **Immediate Supervisor Review** | March 2, 2022, 1:56 PM ✕

Dear Employee, Please review \_\_\_\_\_ and resubmit when completed. Thank you, Supervisor

Comments from your supervisor regarding the reasons for sending back your disclosure are also included in the Workflow Status which are below the term “Sent Back” in either the Immediate Supervisor Review or Next-Level Supervisor Review section.

#### Employee Submission

[Notification Sent](#)

 [redacted] - March 2, 2022, 1:55 PM

#### Immediate Supervisor Review

**Sent Back**

 [redacted]

Dear Employee, Please review \_\_\_\_\_ and resubmit when completed. Thank you, Supervisor

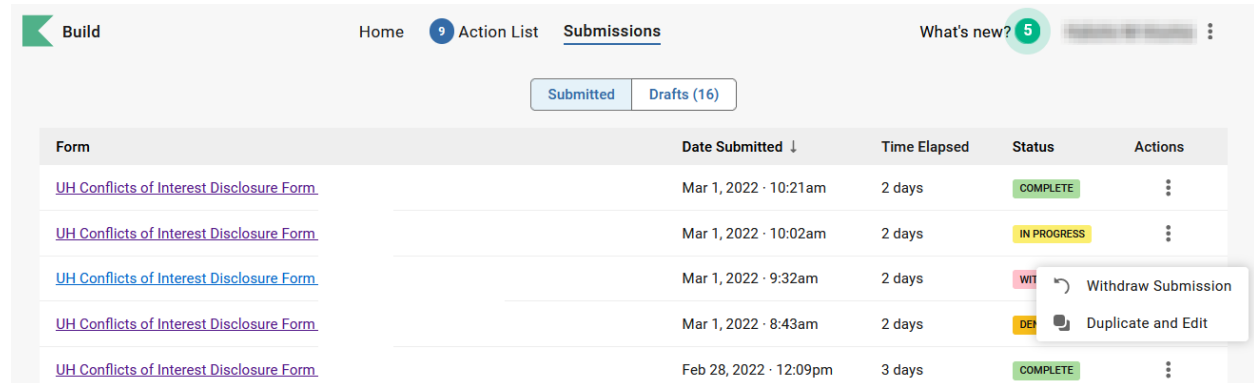
March 2, 2022, 1:56 PM

## Your Disclosure Has Been Denied

If your disclosure was denied by your supervisor, you will receive a notification by email that your disclosure was denied. The reason for the denial is noted below the term “Denied” 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.

# Duplicate Your Disclosure Form

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 icon (kebab menu) on the Submissions page at <https://hawaii.kualibuild.com/app/builder/#/my/submissions>.



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## Questions?

Have questions? Email [coi@hawaii.edu](mailto: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>.