

Kuali Build Conflicts of Interest Disclosure Form Guide for Supervisors (Reviewers)

Overview

Reviewers are responsible for reviewing and approving conflicts of interest (COI) disclosure forms for employees in their school, college, department, program, or unit who are required to disclose. Reviewers of the COI Disclosure form are either Immediate Supervisors or Next-Level Supervisors.

Please refer to the UH COI website at <https://research.hawaii.edu/orc/conflicts-of-interest/coi-disclosure/> to determine who must complete a COI disclosure form and which form should be used. Briefly, investigators and key personnel involved in extramural proposals/awards should complete the [rCOI form](#). The Kuali Build COI Disclosure form is for those not involved in extramural funding.

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

- [Access Disclosure for Review](#)
- [Immediate Supervisor Review](#)
- [Next-Level Supervisor Review](#)
- [Send Back Disclosure Form](#)
- [Deny Disclosure Form](#)

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

Access Disclosure Form for Review

Navigation

Access to the Kuali 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.).

Notification for Action

When an employee submits a COI Disclosure form in the Kuali Build application, if you are the employee's immediate supervisor, you will receive an email notification requesting your approval of the employee's disclosure form. If you are the employee's next-level supervisor, you will receive an email notification to review once the disclosure form is approved by the employee's immediate supervisor.

Click on the "Begin Review" button in the email to access the disclosure for your review. Log in with your UH credentials, if prompted.

PLEASE APPROVE: Review by Immediate Supervisor, UH COI Form #0011



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

Mar 2, 2022, 1:55 PM (18 hours ago) ☆ ↶ ⋮



Hello [redacted]

[redacted] (Disclosure ID #0011) submitted a UH Conflicts of Interest (COI) Disclosure form that requires your review. Please click the "Begin Review" button below and log in with your UH Username/Password (as needed) to start your review and approval of the disclosure form.

If you have questions for the employee (submitter) regarding the disclosure form or if changes are needed, click the "Send Back" button to return the form to the employee. Once you approve the form, you will receive an email notification confirming your approval with a PDF copy of the disclosure for your records.

To access a list of other disclosure forms for your review, please click on this link to your Action List: <https://hawaii.kualibuild.com/app/builder/#/actions>

If you have questions about conflicts of interest (COI), please contact the Office of Research Compliance (ORC) at coi@hawaii.edu. For technical assistance (non-COI questions), submit a ticket to the Office of Research Services (ORS) at <http://go.hawaii.edu/eVP>.

Form Name: **UH CONFLICTS OF INTEREST DISCLOSURE FORM**

Step Name: **IMMEDIATE SUPERVISOR REVIEW**

Your Action: **APPROVAL**

[Begin Review](#)

This email was automatically generated.

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Action List

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 review.

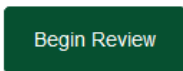
App	Document #	Submitted By	Workflow Step	Created On ↓	Action Requested
UH Conflicts of Interest Disclosure Form	0011	[redacted]	Immediate Supervisor Review	Thu Mar 03 2022	Approval
UH Conflicts of Interest Disclosure Form	0002	[redacted]	Next-Level Supervisor Review	Thu Mar 03 2022	Approval


Immediate Supervisor Review

Begin Review

If you are an employee’s immediate supervisor, once a disclosure form is submitted by your employee, you will receive an email notification requesting your approval with “Step Name: Immediate Supervisor Review.” Click on the “Begin Review” button to start your review.

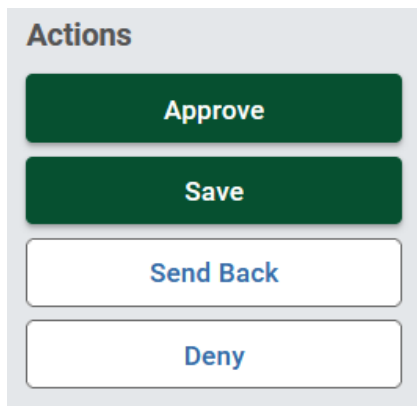
Form Name: **UH CONFLICTS OF INTEREST DISCLOSURE FORM**
Step Name: **IMMEDIATE SUPERVISOR REVIEW**
Your Action: **APPROVAL**



This email was automatically generated.
Powered by Kualii Build


Form Actions

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



Click “Approve” when you’ve completed your review.

Click “Save” if you’re not ready to approve the form and want to return to it later to complete.

Click “Send Back” to return the form to the employee. You will be prompted to include comments.

Click “Deny” to cancel the form and end the workflow process for the current submission. You will be prompted to include comments.

Approval of disclosure form

By approving the disclosure form, you are certifying that the employee reports to you and that you have reviewed the disclosure form. Before approving the form, you may add comments in the “Immediate Supervisor comments” section of the form. If, however, you would like the employee to make changes to their form, select “Send Back” in the Actions panel to return the form to the employee.

Click “Approve” in the Actions panel to approve the disclosure form. Once you approve the disclosure form, you will receive an email notification confirming your approval with a PDF copy of the form for your records.

Immediate Supervisor Certification

I certify I have reviewed this disclosure form. To the best of my knowledge, a full disclosure of reportable conflicts of interest and outside activities has been submitted. I understand that further review may be conducted by other Senior Administrators, Office of Research Compliance, the Conflict of Interest Committee or the Deciding Official, and a COI management plan may be implemented.

Based on my review of the completed disclosure(s): *

- No conflicts of interest or commitment exist and no further action is required
- Potential conflict(s) of interest
- Potential conflict(s) of commitment
- Potential conflict(s) of interest and commitment

Immediate Supervisor comments

Note: Comments are optional and visible to all users with access to the form

Request for Office of Research Compliance assistance

If you would like to request assistance from the Office of Research Compliance (ORC) regarding conflicts of interest, check off the “Request assistance from Office of Research Compliance” box in the form. By making this selection and approving the form, a notice will be sent to ORC regarding your request. Please note that this will not stop the workflow process of the disclosure form. For technical assistance (non-COI questions), submit a ticket to the Office of Research Services at <http://go.hawaii.edu/eVP>.


Next-Level Supervisor Review

Begin Review

If you are an employee’s next-level supervisor, once a disclosure form is submitted by the employee and approved by the employee’s immediate supervisor, you will receive an email notification requesting your approval with “Step Name: Next-Level Supervisor Review.” Click on the “Begin Review” button to start your review.

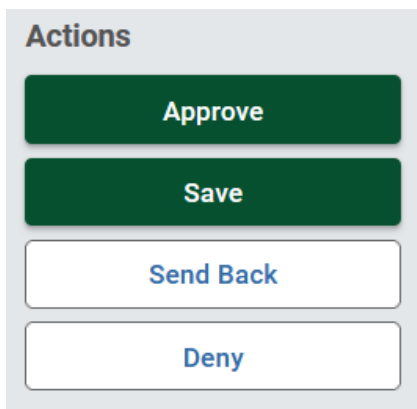
Form Name: **UH CONFLICTS OF INTEREST DISCLOSURE FORM**
Step Name: **NEXT-LEVEL SUPERVISOR REVIEW**
Your Action: **APPROVAL**

Begin Review

This email was automatically generated.
Powered by Kualii Build


Form Actions

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



Actions

- Approve**
- Save**
- Send Back**
- Deny**

Click “Approve” when you’ve completed your review.

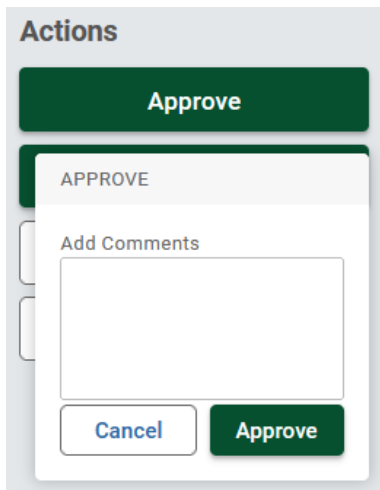
Click “Save” if you’re not ready to approve the form and want to return to it later to complete.

Click “Send Back” to return the form to the employee. You will be prompted to include comments.

Click “Deny” to cancel the form and end the workflow process for the current submission. You will be prompted to include comments.

Approval of disclosure form

By approving the disclosure form, you are acknowledging that you have reviewed the disclosure form and endorse the certification by the immediate supervisor. Click “Approve” in the Actions panel to approve the disclosure form. You may also include comments before approving the form.



Actions

- Approve**

APPROVE

Add Comments

Cancel **Approve**

Once you approve the disclosure form, the form is fully approved. The employee (submitter) will receive an email notification that their disclosure has been approved. You will also receive an email notification confirming your approval with a PDF copy of the disclosure form for your records. A copy of the approved disclosure form will also be sent to the employee’s disclosure unit.

Send Back Disclosure Form

As a reviewer, you have the option to return the disclosure to the employee (submitter) or send it back to the immediate supervisor if you are reviewing as the next-level supervisor.

Send back to Employee (Submitter)

If you are reviewing as an immediate supervisor, select “Send Back” in the Actions panel to return the form to the employee. If you are reviewing as a next-level supervisor, you will have the option to send back to “Form Submission” or send back to “Immediate Supervisor Review.” Select “Form Submission” to send the form back to the employee. You will also be prompted and required to include comments before sending the disclosure form back.

Once you select “Send Back,” the employee will receive an email notification that their disclosure was returned and your comments will be displayed at the top of the disclosure form.

Actions

Approve

Save

Send Back

SEND BACK

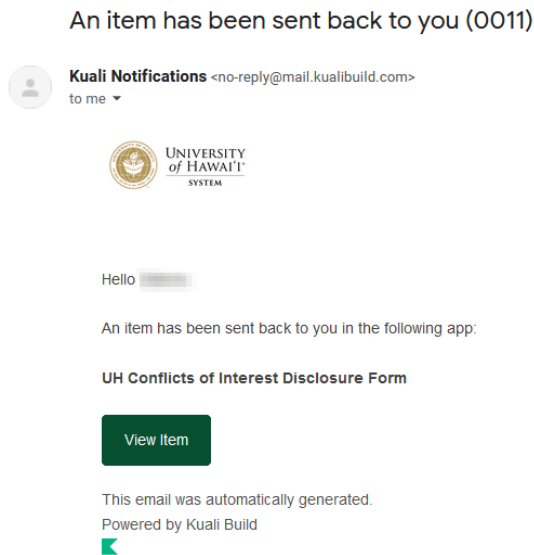
Send Back To

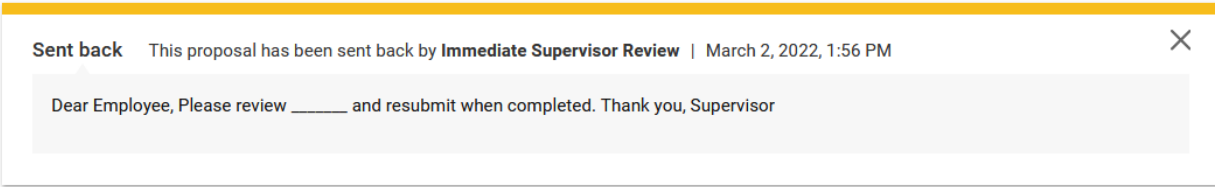
Form Submission

Add Comments *

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

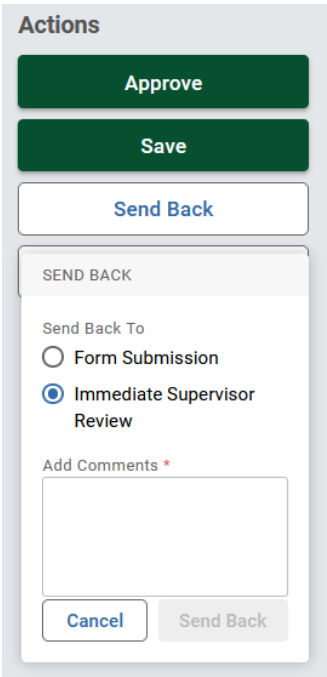
Cancel Send Back





Send Back to Immediate Supervisor

If you are reviewing as a next-level supervisor, you have the option to return the disclosure form to the employee or the immediate supervisor. To return the form to the employee, select Send Back To “Form Submission.” To send the form back to the immediate supervisor, select Send Back to “Immediate Supervisor Review.” For either selection, you will be prompted and required to include comments before returning the disclosure form.



Once you select “Send Back,” the employee and/or the immediate supervisor will receive an email notification that the disclosure was returned.

Deny Disclosure Form

As a reviewer, you also have the option to deny a disclosure form. If you deny a disclosure form, it cancels the submitted form and stops the workflow process. You will also be prompted and required to include comments before denying the disclosure form. 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 (submitter).

Questions?

Have questions? 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>.