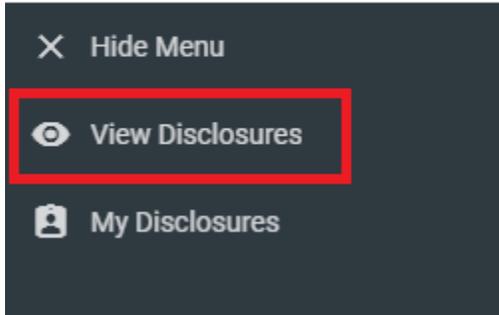


How to Access Individual Disclosures in Kualii COI-C

A Unit Viewer in Kualii COI-C can view individual disclosures in their assigned unit(s). Go to View Disclosures on the left side menu to view all disclosures in your assigned unit(s).

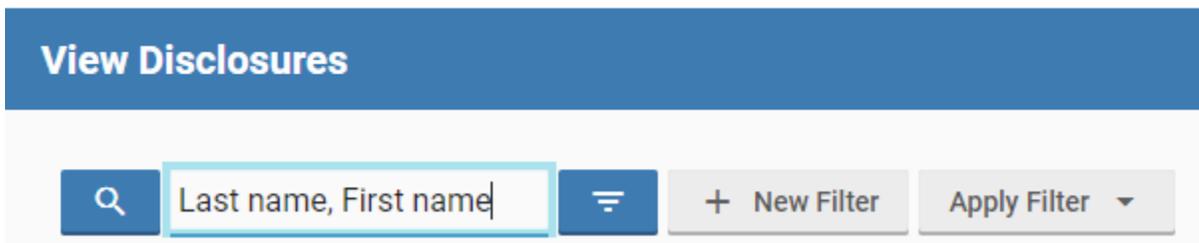
CONFLICT OF INTEREST



How to View Individual Disclosures

Click the name of an individual in your assigned unit to view their disclosure, or use the search function described below.

Click the magnifying glass icon  to expand the search box. Type the name of the individual in the search box by typing last name, first name. *Note: the system search function may be slow to respond due to the volume of disclosures in Kualii COI-C.*



The Annual Disclosure View displays the individual's entire disclosure and any outside entity information (if disclosed). Outside entity information can be viewed in the Outside Entity Information portion of the form. Click the  eyeball icon to expand the details of the outside entity. The disclosure can also be

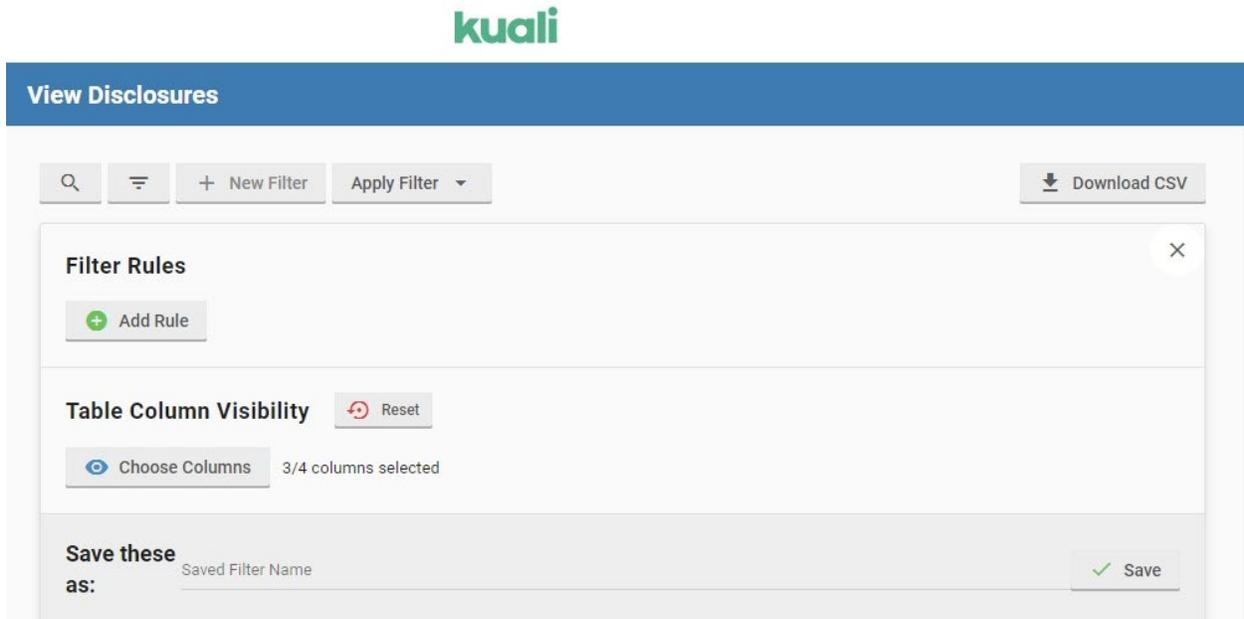
printed or saved as a pdf by clicking the Print icon  Print.

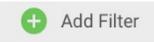
Note: Disclosures in the Kualii COI-C system are considered **restricted** data and should be primarily viewed in the Kualii COI-C system. If a disclosure must be printed or saved, please follow the guidelines on the [IU data management guidelines website](#) for the proper storage and disposal of COI-C disclosures.

Kuali COI-C Filters

Filter options in the View Disclosures menu allows unit viewers to search and find disclosures by a number of criteria, and also provides the ability to save filters for future use.

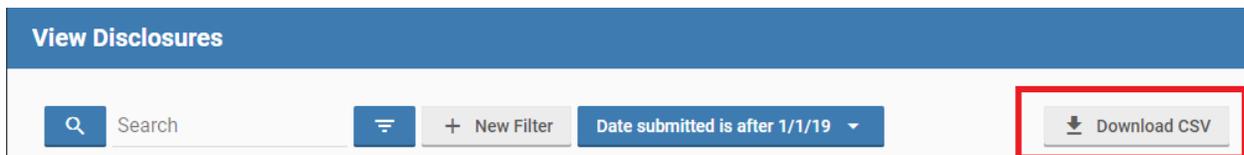
The +New Filter button which will expand the filter panel:



In the Filter Rules you can add as many criteria as you wish via . The Filter Rules can be added on a number of disclosure fields with qualifiers to narrow down disclosures. You can also customize the table columns that will appear via the Table Column Visibility panel.

Download CSV

A CSV file can be downloaded that displays the name, submitted date, and status of disclosures in your assigned unit(s).



If you have any questions related the Unit Viewer role in Kuali COI-C, please contact University Compliance at comply@iu.edu or 317-274-2667.