

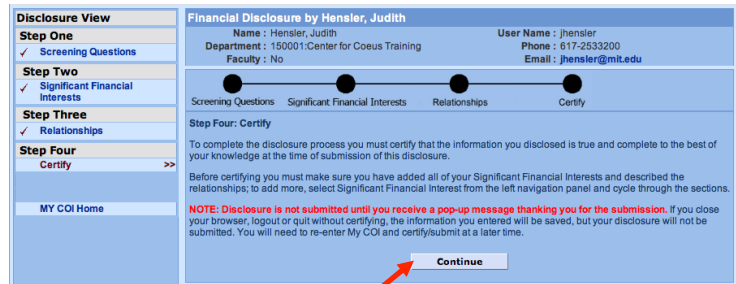
CoeusLite My COI: Create Proposal Disclosure Certify



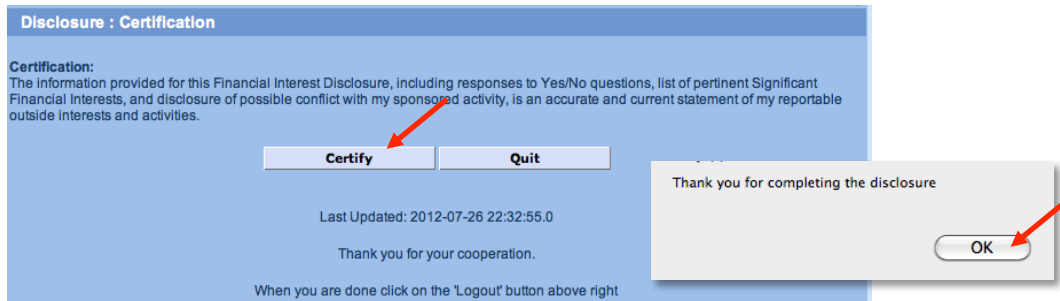
Proposal Disclosure is a four-step process including **Step 1: Screening Questions, Step 2: Significant Financial Interests, Step 3: Relationships, Step 4: Certify.**

Step Four: Certify

When the first three sections of the disclosure are complete, the Instructions for *Certification* will display. Click **Continue**.



1. Carefully read the **Certification** statement indicating that all information provided in the Proposal Disclosure is an accurate and current statement of your reportable outside interests and activities and that you have read and understood the MIT COI policy.
2. Click the **Certify** button. You will receive a confirmation of completion in a pop-up window. Click **OK**



3. Your Initial COI Disclosure will be reviewed for a potential Conflict of Interest.
 - ▶ Before the review is complete, you may view the disclosure using the **Other Disclosure(s) in Progress** under the *Revise* heading on the My COI screen
 - ▶ Once the disclosure has been approved, it becomes your *Master Disclosure*.
 - View and print your Master Disclosure by clicking the **Master Disclosure** button under **View** on the My COI screen.
 - Update your Master Disclosure by clicking the **Master Disclosure** button under **Revise** on the My COI screen.
4. When you are done, click the **Logout** button in the upper right portion of the screen.

Getting help

MIT Financial Conflicts Of Interest in Research

MIT COI website – <http://coi.mit.edu>

MIT COI Policy – <http://coi.mit.edu/policy>

MIT COI User Guide – <http://coi.mit.edu/reference-and-user-guides/coi-user-guide>

Conflict of Interest Officer

COI-help@mit.edu

Questions about the Conflict of Interest Policy

Coeus Support Team

kc-help@mit.edu

CoeusLite My COI system issues and authorizations

Include your **Name**, **Contact information**, and a brief description of the problem you are experiencing.