

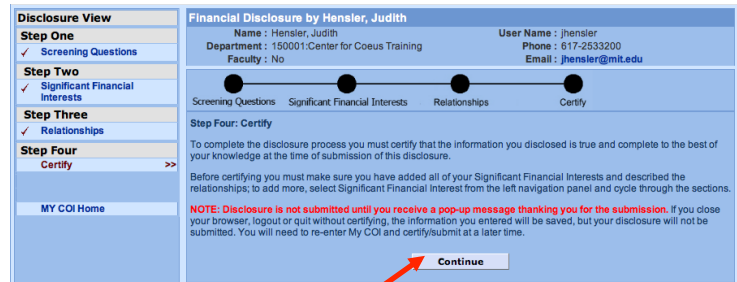
# CoeusLite My COI: Create SFI Entity Certify



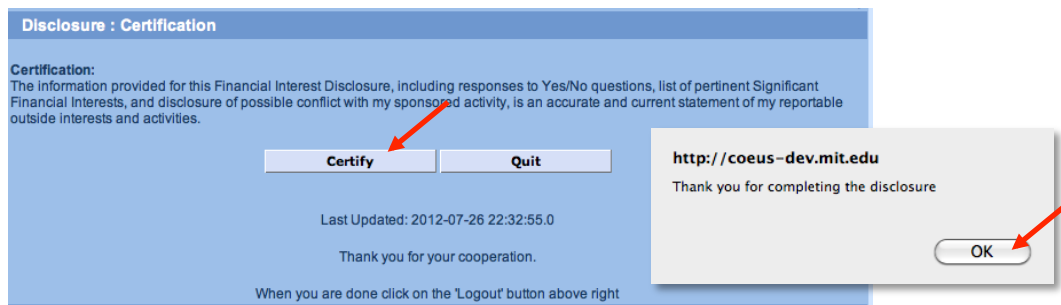
Creating a SFI Entity is a four-step process including **Step 1: Screening Questions**, **Step 2: Significant Financial Interests**, **Step 3: Relationships**, **Step 4: Certify**.

## Step Four: Certify

When the first three steps 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 *Conflict of Interest 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**



- ▶ 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
  - ▶ The SFI Entity and disclosure become part of your *Master Disclosure*.
    - View and print your reviewed 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.
3. 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 – <https://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.