

CoeusLite My COI: Create SFI Entity Relationships



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 Three: Relationships

Instructions for **Relationships** will display. To access examples click on the **Entity Sponsored Project Relationships** link.

1. Click the **Continue** button.

Disclosure View

- Step One
✓ Screening Questions
- Step Two
✓ Significant Financial Interests
- Step Three
Relationships >>
- Step Four
Certify

Financial Disclosure by Haskell, Edward

Name : Haskell, Edward User Name : haskelle
Department : 150001:Center for Coeus Training Phone : 617-253-1000
Faculty : Yes Email : eddieh@mit.edu

Screening Questions Significant Financial Interests Relationships Certify

Step Three: Relationships

For each Significant Financial Interest and each of your pending proposals and active awards, you will need to:
Describe how your relationship with each Entity and how it relates to *it does not relate* to your sponsored projects, examples provided here. **Entity Sponsored Project Relationships**.

Please note: "none", "no relationship", "n/a" are not acceptable descriptions, please review examples provided.

Continue

A list of projects will display. The list includes *Award #*, *Account #*, *Title*, *Sponsor* and *Award Date* details.

1. Click the **Continue** button to complete the Relationship step for each Project.

You may also click on an **Award #** to complete the Relationship step for that specific project.

Screening Questions Significant Financial Interests Relationships Certify

The following projects will be added to your disclosure. A check mark indicates the project financial entity relationship has been reviewed. All projects must be reviewed prior to submitting the disclosure. Click Continue to cycle through the listed projects or navigate to individual projects by clicking on the project number [Help](#)

Award #	Account #	Title	Sponsor	Award Date
✓ 018849-001	2388318	Elevating Phenethylamine levels in food grade cocoa through roasting	NIH	,2013-07-15

Continue **Quit**

The Financial Disclosure Relationship screen is divided into two sections:

Project Details – Award #, Title, Start and End Date.

You may click **Skip Project** to move to the next project.

Significant Financial Interest – for each SFI, the Entity Name and description you entered previously will display.

You must enter a detailed description of the relationship of the SFI to the Project.

1. You may use the **Set COI Status for all SFIs** menu to set the COI Status for each SFI listed in the lower portion of the screen, or you may select the **COI Status** for each Significant Financial Interest displayed. Select from the following COI Status options:

No Conflict Exists	No financial conflict of interest
Potential Relationship	The Investigator has identified a potential relationships between his/her SFIs and his or her Institutional Responsibilities

2. In the text box, you must enter a detailed description of the relationship between the SFI and the specific project. If no relationship exists, add details as to why they are not related. “None” or “no relationship” are not acceptable answers.
3. When you have completed the Relationship screen for the Project and each SFI listed, click **Save & Continue**.
4. You will cycle through each project so you may enter the relationship between the SFI(s) and your projects.
5. When you have set the *COI Status* and *Relationship Details* for each of your SFIs and Projects, clicking the **Save & Continue** button will bring you to the final stage of your COI Disclosure, Certify. See the *CoeusLite My COI: Create SFI Entity Certify* Quick Reference card for more information.

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.