MyCOI-OPA+
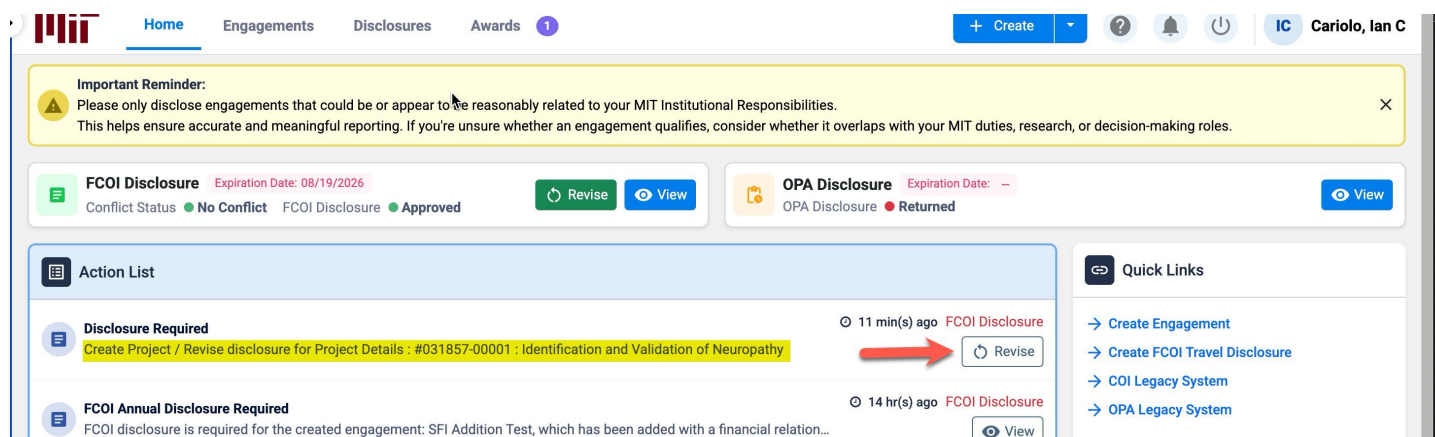
Award FCOI Disclosure

Accessing the MyCOI-OPA+ Tool

Access the unified disclosure tool MyCOI-OPA+.

Dashboard

Upon first entering the system, the **Reporter** will be brought directly to their Dashboard. Any outstanding action items will be listed in the **Action List** window. In the example below, there is a new sponsored Project in which the **Reporter** has been named. Based on FCOI disclosure policy criteria, they need to complete an **Award FCOI Disclosure**.


Completing an Award FCOI Disclosure

1. Click the [↻ Revise] button to the right of the relevant item in the Action List window. If no **Initial FCOI Disclosure** has been created by the individual yet, then there will be a [⊕ Create] button.
   The navigation bar denotes which section the **Reporter** is in.
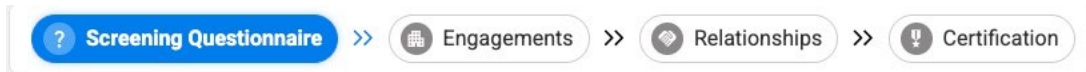
2. Once in the disclosure, in the upper right corner of the screen will be the **Actions** area:
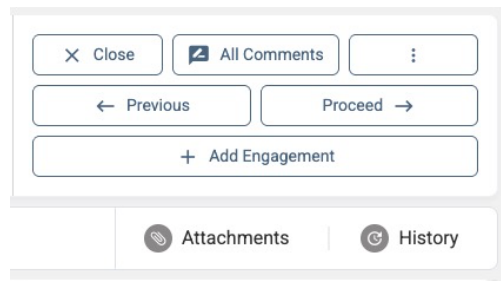
Close – This button will return the Reporter to the Disclosures section
All Comments – Any correspondence between the **Reporter** and **Reviewer**
Three Dot Ellipsis – Print the Disclosure
Previous – Return to prior screen
Proceed – Move to next screen
Add Engagement – Add a new Engagement at any time from this screen
Attachments – Provides an area for the **Reporter** to upload pertinent documentation for the **Reviewer**
History – Actions taken by the **Reporter** and **Reviewer**

3. The first section is **? Screening Questionnaire**. While considering events occurring since your last disclosure, answer by selecting the **Yes** or **No** option button beside the questions on the screen.

4. To move on to **Engagements**, click **Proceed →** up in the navigation bar or the lower right of the screen.

Engagements

Your current list of Engagements, with statuses of Complete, Incomplete, and Inactive, is displayed on this page. Use buttons on lower right of each listing to **View, Modify, Inactivate / Activate** (vertical 3-ellipsis).

NOTE: An **Incomplete** Engagement (indicated on right side of listing) must be either **Completed** or **Inactivated** before proceeding to the next step, **Relationships**.

If no Engagements need to be added to your portfolio, just click **Proceed →** to move onto **Relationships**
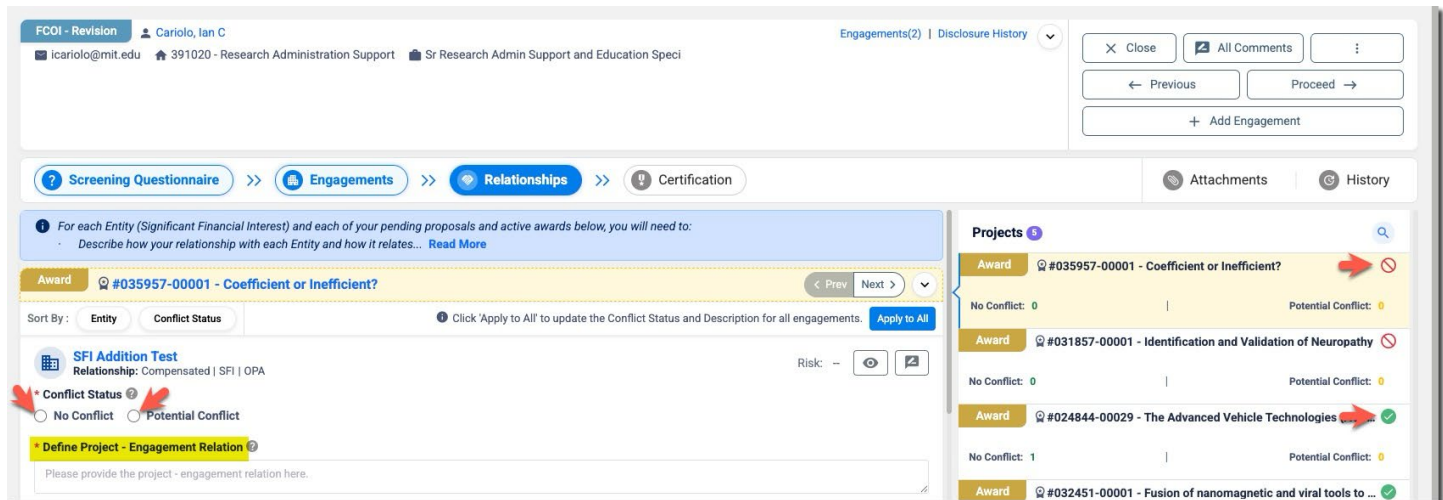
1. If needed, create an Engagement [PDF] by clicking **+ Add Engagement** button in the upper right of the screen.

2. If an Engagement already exists, the Reporter will then need to explain in detail in **Relationships** how their work or role with the Engagement does or does not relate to their MIT sponsored research projects and identify whether or not they believe there is a **real** or **potential** conflict of interest.

3. Once Engagement information has been completed, click **Proceed →**.

Relationships

In the **Relationships** section, the right side portion of the screen is the Project(s) listing. Clicking on each listing will display the specific project. Each project has an icon that denotes whether it has been disclosed on in a previous FCOI

disclosure. The ✅ indicates a disclosure is has been completed, and 🚫 indicates an outstanding disclosure for that project.

Relationships will then need to be defined in the **Define Project - Engagement Relation** field.

1. For each Entity (Significant Financial Interest) and/or each pending Proposal and active Award, the **Reporter** needs to:

- Describe how their relationship with each Entity does or does not relate to their sponsored projects.
- Identify whether or not they believe there is a **No Conflict** or **Potential Conflict**.

Please note: "none", "no relationship", "N/A" are not acceptable descriptions.

Examples:
"There is no relationship between the work performed for this entity and this project, as this project involves the development of a rapid diagnostic for biosensing of diseases, which is not in the area of Entity's interest."

"This entity's business has nothing to do with the project regarding device for electrical & chemical modulation of pathological neural activity."

"This project involves organizing a computational conference on sustainability. My activity with this entity involves providing strategic advice on applying autonomous systems to mechatronics."

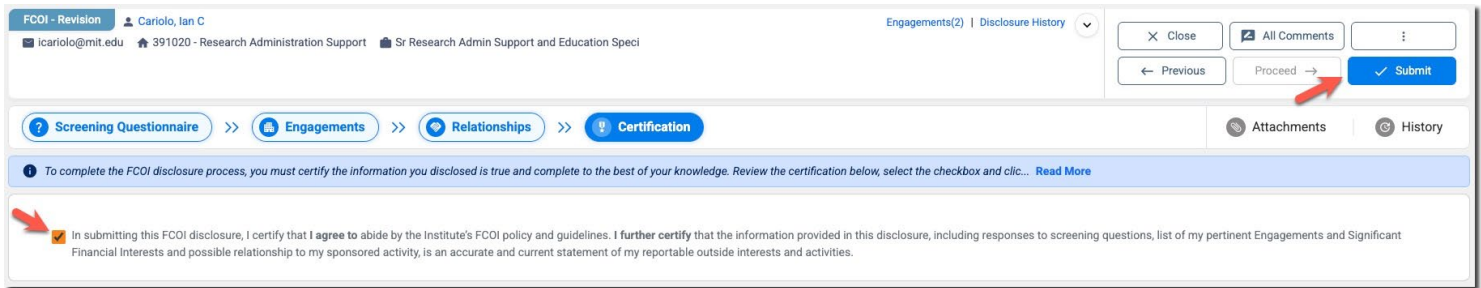2. After the information has been completed in the **Define Project - Engagement Relation** field, click [Proceed →] to move on to [🏅 Certification].

Certification

1. In the [🏅 Certification] section, the **Reporter** clicks the checkbox, attesting,

*"In submitting this FCOI disclosure, I certify that **I agree to** abide by the Institute's FCOI policy and guidelines. **I further certify** that the information provided in this disclosure, including responses to screening questions, list of my pertinent Engagements and Significant Financial Interests real or potential relationship to my sponsored activity, is an accurate and current statement of my reportable outside interests and activities."*

2. Then clicking the **✓ Submit** to complete the disclosure.