CoeusLite My COI: Initial COI Disclosure Certify

Annual Disclosure is a four-step process including Step 1: Screening Questions, Step 2: Significant Financial Interests, Step 3: Relationships, Step 4: Certify. You may select a step from the left navigation to move to a specific screen.

**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.

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

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.