CoeusLite My COI: Create Initial COI Disclosure

Significant Financial Interests

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

**Note:** PHS/NIH Investigators and Key Persons must submit or update a disclosure within 30 days of discovering or acquiring (e.g. through purchase, marriage, or inheritance) a new significant financial interest.

**Step Two: Significant Financial Interests**

Instructions for **Significant Financial Interests** will display. For a definition of what constitutes a Significant Financial Interest and what is considered exempt, click the ![icon](https://example.com/icon.png) icon.

1. Click the **Continue** button.

The **Significant Financial Interests for <Lastname, Firstname>** screen will display.

1. **All Active** and **Inactive** Significant Financial Interests will be listed. Review your SFIs. You may make an existing SFI **Active, Inactive, or Edit** as needed.

If you **Quit** before completing the Disclosure, you must return to CoeusLite **My COI** and click the **Other Disclosures in Progress** button from under the **Revise** heading.
Make Inactive

Once created, a Significant Financial Interest will remain as part of your Master Disclosure permanently. SFIs may be marked "inactive" but can never be deleted because they must remain part of the historical record. If a SFI listed no longer meets the criteria of a Significant Financial Interest, or if you no longer hold that financial interest:

1. Click the Make Inactive status link.

2. Click Save. The Entity will now be listed as Inactive (it can be changed back to Active by clicking Make Active).

Edit or Add Significant Financial Interest

Note: PHS/NIH Investigators and Key Persons must disclose within 30 days of discovering or acquiring (e.g. through purchase, marriage, or inheritance) a new significant financial interest

To create or edit a Significant Financial Interest (SFI)

1. Click the Add Significant Financial Interest button to create a Significant Financial Interest (SFI). To edit an existing SFI click the Edit Status link.

2. The Add Significant Financial Interest screen is divided into two sections:

   Significant Financial Interests Details – describe the business focus for the entity, your role with the entity, involvement of students or staff, and use of MIT resources

   Relationship Details – disclose financial details for the SFI
1. In the Significant Financial Interest Details section, enter details for the Significant Financial Interest in required fields marked with a red * asterisk:
   - **Entity Name** – enter the full name of the domestic or foreign, public or private, organization (excluding a Federal agency) from which you (your spouse or dependent children) receive income or has an ownership or equity interest.
   - **Publicly/Privately held** – select from the menu to indicate if the entity is **publicly held** (shares/stock are publicly traded) or **Privately held** (no shares are publicly traded).
   - **Type** – Select from the menu (i.e., For-profit Organization, Federal Government, Small business).
   - **Are you/Family member a Founder/Co-Founder of this entity?** – Select the Yes or No radio button.
   - In a few sentences briefly describe the entity’s area of business focus and specifically your work or **Role with the entity** – enter a detailed description of the business and your involvement.
   - **Explain any involvement of students under your direction at MIT with this entity:** – enter a detailed description.
   - **Explain any involvement of staff or subordinates under your direction at MIT with this entity:** – enter a detailed description.
   - **Explain any use of MIT resources and/or facilities relating to your work with this entity:** – enter a detailed description.

2. In the Relationship Details section, use the pull-down menus to disclose financial information related to the entity for your **Self**, **Spouse/Domestic Partner**, and **Dependents** (children who are unemancipated and under 18 years of age or who receive more than one-half support from you). Add **Comments** at the end of each line as needed (click on […] to expand the textbox).

3. If there is no financial information to enter for you, your spouse/domestic partner, or dependents, leave the field at the default “None”.

4. Click the **Save & Create Another SFI** button if you have another Significant Financial Interest to disclose.

5. Click **Save & Continue** if the information is complete and you have no additional SFIs to enter.
When you have finished reviewing, editing, and adding Significant Financial Interests as needed:

1. Click the Continue with Disclosure button to proceed to Step 3: Relationships. See the CoeusLite My COI: Initial COI Disclosure Relationships Quick Reference Card for more information.

**Getting help**

**MIT Financial Conflicts Of Interest in Research**

**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.