CoeusLite My COI: Create Proposal Disclosure Relationships

Proposal Disclosure 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.

The Financial Disclosure Relationship screen will display details, such as Proposal #, Title, Start and End Date will in the upper portion of the screen. The Financial Disclosure Relationship screen is divided into two sections:

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

Significant Financial Interest – for each SFI, the Entity Name and description you entered in Step 2 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 individually. Select from the following options:

<table>
<thead>
<tr>
<th>NO CONFLICT EXISTS</th>
<th>No financial conflict of interest</th>
</tr>
</thead>
<tbody>
<tr>
<td>POTENTIAL RELATIONSHIP</td>
<td>The Investigator has identified a potential relationships between his/her SFIs and his or her Institutional Responsibilities</td>
</tr>
</tbody>
</table>

1. 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.

2. When you have completed the Relationship screen for the Project and each SFI listed, click **Save & Continue** to progress to **Step 4: Certify**. See the CoeusLite: My COI Create Proposal Disclosure Certify Quick Reference card for more information.

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