CoeusLite My COI:
Inactive buttons on the MY COI screen
Locating a disclosure when menu buttons are grayed out

At certain points during the process of creating and submitting a disclosure for review, you may find buttons on the My COI menu screen are inactive (grayed out). Use this Quick Reference to understand options for accessing your disclosure from CoeusLite My COI (https://coeus.mit.edu/coeus/coi.do?Menu_Id=004).

My COI menu with inactive Initial and Master disclosure buttons (grayed out)

Create > Initial COI Disclosure button grayed out

1. The Create > Initial COI Disclosure button is available only when you first click on it to create your initial disclosure. It becomes inactive, grayed out, once you have begun work on the disclosure.

If you exit My COI before completing the Initial disclosure or if you submitted your Initial disclosure but it is not yet approved, the Create > Initial COI Disclosure, Revise > Master Disclosure and View > Master Disclosure buttons will all be grayed out. The Initial disclosure does not become your Master disclosure until it has been approved, so buttons for accessing viewing or revising the Master Disclosure will not be active.

You may locate your Initial disclosure using the Other Disclosures in Progress button under the Revise heading.
Initial, Revision (Master), ProposalDisclosure – Other Disclosures in Progress

If you exit My COI before you have completed and submitted your Initial disclosure (or a Proposal or Revision to your Master disclosure), you must access the disclosure using the Other Disclosures in Progress button on the MY COI screen under the Revise heading.

The Other Disclosure(s) in Progress screen is divided into two sections: Edit and View. Disclosures that may be edited and submitted are listed under Edit. Click the listing to open for modification and submission.

View an Initial, Revision, or Proposal Disclosure – Submitted for Review

An Initial disclosure will have the Submitted for Review status until the COI Administrator review is complete. To view your Initial, Revision or Proposal disclosure that was submitted but not yet approved, click on the Other Disclosures in Progress button under the Revise heading.

1. The Other Disclosures in Progress screen is divided into Edit and View sections.
The Other Disclosure(s) in Progress screen is divided into two sections: Edit and View. Disclosures that may be edited and submitted are listed under Edit. Click the listing to open for modification and submission.

2. Click the Continue button to move through screens while viewing.

Recall an Initial, Revision, or Proposal disclosure Submitted for Review

If you submitted an Initial, Master Revision or Proposal disclosure for review but realize that corrections while the status is Submitted for Review, you may Recall the disclosure using the Other Disclosures in Progress button.

Note: Clicking the My COI Revise < Master Disclosure button will automatically Recall a Master disclosure Revision with Submitted for Review status without notification. It is recommended that you use the Other Proposals in Progress button to check the status of a Revision prior to clicking the Master Disclosure button under the Revise heading to avoid unintentionally recalling a Revision disclosure submitted for review.

1. View a disclosure with Submitted for Review status by following the instructions in the previous section.
2. The Recall link will display in the left Navigation bar on the Screening Questions screen (the Recall link will not appear on subsequent screens once you have clicked the Continue button).
3. Click the Recall link. Click OK on the Do you want to Recall this disclosure? pop-up window. The disclosure will be recalled. From the My COI, click the Other Disclosures in Progress to locate the disclosure to Edit.
Once your Initial COI Disclosure is approved it becomes your Master Disclosure and the Revise > Master Disclosure and View > Master Disclosure buttons will become active. As future disclosures are submitted and approved (SFI Entity, Proposal, or Travel (PHS Investigators only)) your Master Disclosure is updated to maintain an ongoing record for as long as you remain at MIT.

**Revise > Master Disclosure**

1. From the CoeusLite MY COI screen, click the Master Disclosure button under the Revise heading. If you have submitted a Revision of the Master Disclosure that has not yet been approved, it will be automatically Recalled when you click the Revise > Master Disclosure button.

   ![Revise](image)

1. The Financial Disclosure by <last, first> screen will display beginning with the Screening Questions and your responses.


**View > Master Disclosure**

1. From the CoeusLite MY COI screen, click the Master Disclosure button under the View heading.

   ![View](image)

2. The Financial Disclosure by <last, first> screen will display beginning with the Screening Questions and your responses.

3. Click the Continue button to move through a view of your Master Disclosure.

**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.