Revising your Master Disclosure is a four step process including **Step 1: Screening Questions**, **Step 2: Significant Financial Interests**, **Step 3: Relationships**, **Step 4: Certify**.

### 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 Master 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:
     - 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.