CoeusLite My COI: Other Disclosure(s) in Progress

Click the Other Disclosure(s) in Process button on the CoeusLite My COI page under the heading Revise to access a disclosure in process. This includes:

- An Initial, Revision, Proposal or Award disclosure that you began to work on but have not completed, certified and submitted. **Note:** as of Aug. 23, 2013 individual Award disclosures are no longer an option but if they were created prior to that date and not submitted, may be found here in “Other Disclosure(s) in Progress.”

- An Initial, Revision, Proposal, or Award (see above Note) disclosure that has been completed, certified and submitted but not yet approved

**Note:** If you need to edit your Disclosure after it has been approved, click the Master Disclosure button from under the Revise heading or if that link is not active, click Initial COI Disclosure under the Create heading.

### Revise Other Disclosure(s) in Progress

1. From the CoeusLite MY COI screen ([https://coeus.mit.edu/coeus/coi.do?Menu_Id=004](https://coeus.mit.edu/coeus/coi.do?Menu_Id=004)), click the Other Disclosure(s) in Progress button under the Revise heading.

The Financial Disclosure by <lastname, firstname> screen will display. Disclosures are separated into two sections: those that you may View and those that you may Edit.

**Edit** – Disclosures listed with a Status of In Progress may be opened for modification.

**View:** Disclosures that may be viewed, not edited, include those with a status of Submitted for Review.
1. A list of disclosures will display under the Edit or View section. The first column will indicate the Disclosure Event Type, i.e., Proposal, Initial, Revision or Award (see Note pg. 1). The Status and Last Updated timestamp will also be provided for each disclosure.

2. Click on the Disclosure Event Type to open the disclosure you want to view or edit.

3. If you are editing a disclosure, make the desired changes and then complete the final Certification step to complete and submit it for review.

Print Disclosure

You may print a disclosure listed in the View section of the Other Disclosure(s) screen. Click to open the disclosure. When viewing, select Print from the left Navigation pane.

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.