CoeusLite My COI: View Master Disclosure

Once your Initial COI Disclosure is approved it becomes your Master Disclosure. 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 of your proposals, awards, SFIs, all approved disclosures (incl. Travel for PHS Investigators), for as long as you remain at MIT. You may access your approved Master Disclosure to view or print.

View > Master Disclosure

1. From the CoeusLite MY COI screen (https://coeus.mit.edu/coeus/coi.do?Menu_Id=004), click the Master Disclosure button under the View heading.

2. The Financial Disclosure by <lastname, firstname> 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.
View By Project / View By Entity

1. After viewing the Disclosure Questions and clicking the Continue button, the default **By Project** view will display, allowing a quick overview of Disclosure Events (i.e., Proposal, Award), the COI Status, and a link to the COI History for the disclosure event.
2. Click the expand/collapse icon +/- to view SFI Entities

You may also click the link to **View By Entity**, which offers a different view of the disclosure

Click on the **History** links to view a history of changes, submissions and approval.

Print Master Disclosure

1. Click the **Print** link in the left Navigation pane and a PDF of your Master Disclosure will open in a new window or tab.
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.