

# CoeusLite My COI:

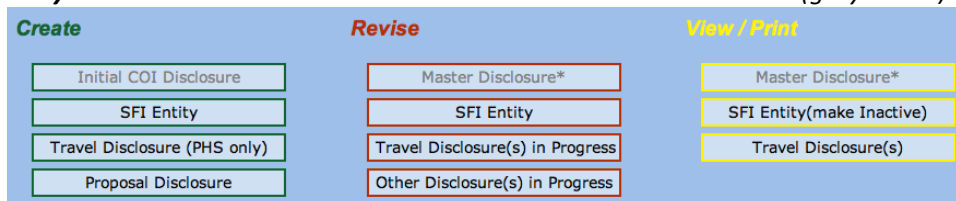
## Inactive buttons on the MY COI screen

### Locating a disclosure when menu buttons are grayed out



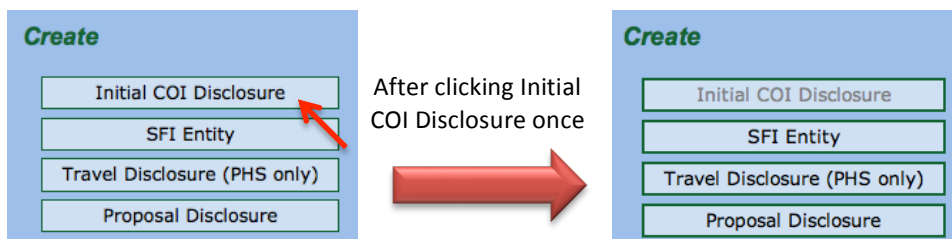
At certain points during the process of creating and submitting a disclosure for review, you may find buttons on the My COI menu screen are inactive (grayed out). Use this Quick Reference to understand options for accessing your disclosure from CoeusLite My COI ([https://coeus.mit.edu/coeus/coi.do?Menu\\_Id=004](https://coeus.mit.edu/coeus/coi.do?Menu_Id=004)).

*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.

Grayed out until **Initial** disclosure is approved and becomes Master disclosure. Allows you to **update an approved Master Disclosure** or **Recall a revision submitted for review**.

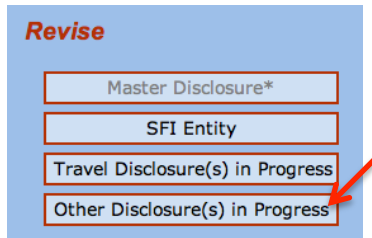
Inactive after clicked once to begin work on Initial COI Disclosure

Grayed out until **Initial** disclosure is **approved**. Provides view access to your most recent approved disclosure

You may locate your Initial disclosure using the **Other Disclosures in Progress** button under the **Revise** heading.

## Initial, Revision (Master), Proposal Disclosure – 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.

Financial Disclosure by Cleaver, Theodore

Name : Cleaver, Theodore      User Name : thebeave  
Department : 150001:Center for Coeus Training      Phone : 617-2531000  
Faculty : No      Email : thebeave@mit.edu      Expiration Date : 09/23/2014

Submit second appear Click on  
Click to complete and submit a disclosure listed under **Edit**

Disclosures in the first group are still in an editable status. The disclosures in the second group have been completed and can be viewed as part of your Master Disclosure and do not require submission.

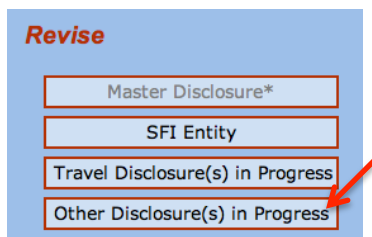
Disc.Event Type	Title	Project #	Start Date	End Date	Disc.Event Status	Last Updated
Initial					In Progress	2013-09-24 01:24 PM by thebeave

View

Disc.Event Type	Title	Project #	Start Date	End Date	Disc.Event Status	Last Updated
Proposal	Elevating Phenethylamine concentration through cocoa bean roasting and processing	00016398	01-Jan-2014	31-Dec-2016	Submitted For Review	2013-09-24 01:24 PM by thebeave

## 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.

Financial Disclosure by Cleaver, Theodore						
Name : Cleaver, Theodore			User Name : thebeave			
Department : 150001:Center for Coeus Training			Phone : 617-2531000			
Faculty : No			Email : thebeave@mit.edu			
			Expiration Date : 09/23/2014			
Submitted Disclosures are displayed in two groups. The disclosures in the first group are still in an editable status. The disclosures in the second group can only be viewed at this time. Reviews that have been completed can be viewed as part of your Master Disclosure and do not appear here.						
Click on the Event Type to select that disclosure.						
<b>Edit</b>						
Disc.Event Type	Title	Project #	Start Date	End Date	Disc.Event Status	Last Updated
Initial					In Progress	2013-09-24 01:24 PM by thebeave
<b>View</b>						
Disc.Event	Title	Project #	Start Date	End Date	Disc.Event Status	Last Updated
Proposal	Phenethylamine concentration through cocoa bean roasting and processing	00016398	01-Jan-2014	31-Dec-2016	Submitted For Review	2013-09-24 01:24 PM by thebeave

Click to view a submitted disclosure listed under **View**

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.

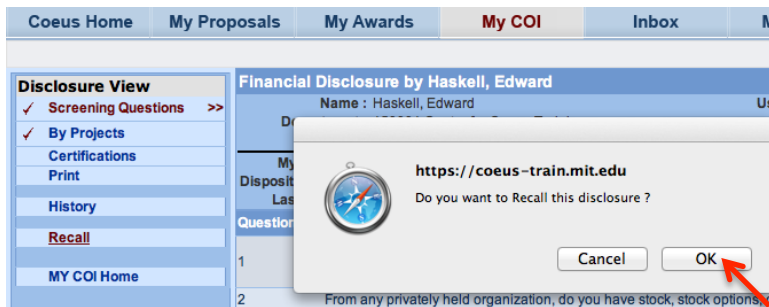
**Revise**

- Master Disclosure\*
- SFI Entity
- Travel Disclosure(s) in Progress
- Other Disclosure(s) in Progress

Automatically **Recall** a Master Disclosure **Revision** with status *Submitted for Review*.  
**Revise** an *Approved* Master Disclosure

**View** disclosures (Initial, Revision or Proposal) with *Submitted for Review* status. **Recall** link is available in left Navigation when viewing disclosure will prompt you to confirm Recall.

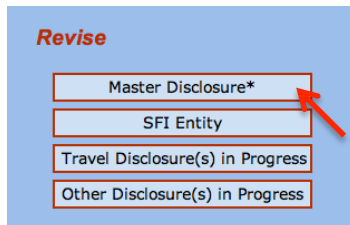
1. View a disclosure with *Submitted for Review* status by following the instructions in the previous section.
2. The **Recall** link will display in the left Navigation bar on the *Screening Questions* screen (the Recall link will not appear on subsequent screens once you have clicked the *Continue* 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

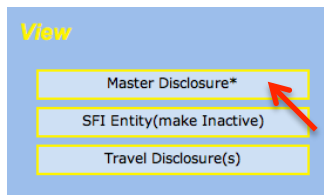
1. From the CoeusLite **MY COI** screen, click the **Master Disclosure** button under the **Revise** heading. If you have submitted a *Revision* of the Master Disclosure that has not yet been approved, it will be automatically Recalled when you click the **Revise > Master Disclosure** button.



1. The **Financial Disclosure by <lastname, firstname>** screen will display beginning with the **Screening Questions** and your responses.
2. Click the **Continue** button to update your **Master Disclosure**. See the *Revise Master Disclosure* Quick Reference cards on the coi.mit.edu website at <http://coi.mit.edu/reference-and-user-guides/coi-quick-reference-cards/revise-master-disclosures> for more detailed information.

## View > Master Disclosure

1. From the CoeusLite **MY COI** screen, 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**.

## Getting help

### MIT Financial Conflicts Of Interest in Research

MIT COI website – <http://coi.mit.edu>  
MIT COI Policy – <http://coi.mit.edu/policy>  
MIT COI User Guide – <http://coi.mit.edu/reference-and-user-guides>

### 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.