


CoeusLite My COI: Other Disclosure(s) in Progress



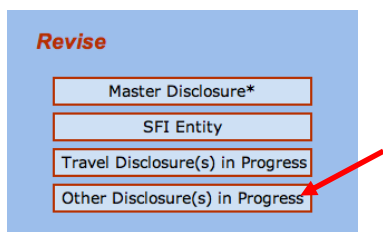
Click the **Other Disclosure(s) in Process** button on the CoeusLite **My COI** page under the heading **Revise** to access a disclosure in process. This includes

- 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), 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*

Financial Disclosure by Hensler, Judith							
Name : Hensler, Judith				User Name : jhensler			
Department : 150001:Center for Coeus Training				Phone : 617-2533200			
Faculty : No		Email : jhensler@mit.edu		Expiration Date : 08/21/2014			
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.							
Edit							
Disci.Event Type	Title	Project #	Start Date	End Date	Disci.Event Status	Last Updated	
Initial					In Progress	2013-08-22 10:22 PM by jhensler	
Proposal	Cola testing	00016364	01-Jan-2014	31-Dec-2016	In Progress	2013-08-21 11:43 PM by jhensler	
View							
Disci.Event Type	Title	Project #	Start Date	End Date	Disci.Event Status	Last Updated	
Proposal	Elevating Phenethylamine concentration through cocoa bean roasting and processing	00016398	01-Jan-2014	31-Dec-2016	Submitted For Review	2013-08-22 01:00 PM by jhensler	

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.

Financial Disclosure by Hensler, Judith						
Name : Hensler, Judith Department : 150001:Center for Coeus Training Faculty : No Email : jhensler@mit.edu			User Name : jhensler Phone : 617-2533200 Expiration Date : 08/21/2014			
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.						
Edit						
Disci.Event Type	Title	Project #	Start Date	End Date	Disci.Event Status	Last Updated
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Disci.Event Type	Title	Project #	Start Date	End Date	Disci.Event Status	Last Updated
Proposal	Elevating Phenethylamine concentration through cocoa bean roasting and processing	00016398	01-Jan-2014	31-Dec-2016	Submitted For Review	2013-08-22 01:00 PM by jhensler

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.

The screenshot shows the 'Financial Disclosure by Hensler, Judith' interface. On the left, a navigation pane is visible with the 'Print' option highlighted by a red arrow. The main content area shows the 'View' section of a disclosure for 'Elevating Phenethylamine concentration through cocoa bean roasting and processing'. Below the disclosure details, there is a table of questions and answers:

Question Id	Questions	Answers
1	Do you have a Significant Financial Interest in this sponsor? A Significant Financial Interest (SFI) is defined as salary, consulting, or other remuneration of \$5,000 or more, which you have received in the last 12 months, or expect to receive in the next 12 months; or any equity interest in a non-publicly traded company, or stock holdings in a company that is related to your area of research, and exceeds \$100,000.	No
2	Could the work contemplated in this project reasonably appear to affect a company or other organization in which you have a SFI?	No
3	Does this project contemplate any purchases from or subawards to a company or other organizations in which you hold a SFI?	Yes

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/coi-user-guide>

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.