

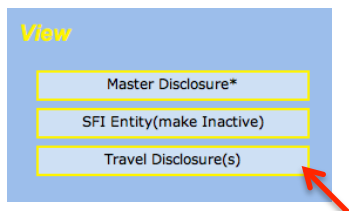
CoeusLite My COI: View Travel Disclosure(s)



If you certified and submitted a Travel Disclosure for review, you may view it from the **View / Print** section of CoeusLite My COI. You may also **Copy** a submitted Travel Disclosure to streamline the process of creating multiple disclosures for the same SFI Entity, trip, or purpose.

Access Travel Disclosure(s) to View / Print

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



2. The *All Travel Disclosures* screen will open.
3. Listed under the **View** heading are travel disclosures that you previously certified and submitted for review. These travel disclosures cannot be modified but may be viewed or copied.

Financial Disclosure by Haskell, Edward						
Name : Haskell, Edward			User Name : haskelle			
Department : 150001:Center for Coeus Training			Phone : 617-253-1000			
Faculty : Yes			Email : eddieh@mit.edu			
All Travel Disclosures:						
Edit						
ENTITY NAME	TRIP NAME	TRAVELER	DESTINATION	START DATE	STATUS	
Soya-Tastic	Sustainable Farming Conference 2013	Self	Minneapolis, MN	07/14/2013	In Progress	Edit
View						
ENTITY NAME	TRIP NAME	TRAVELER	DESTINATION	START DATE	STATUS	
Deka Tea, Inc.	Fair Trade Federation Conference 2013	Self	Raleigh, NC	04/22/2013	Submitted	View Copy

4. Details such as Entity Name, Trip Name, Traveler, and Start Date will display to assist you in identifying the disclosure for editing. Click the **View** link to the right of a Travel Disclosure listing. The **Travel Disclosure by <lastname, firstname>** screen will display. You may view and print from your web browser

The image shows a table with a blue header and a red arrow pointing to the "View Copy" link in the last row.

View						
ENTITY NAME	TRIP NAME	TRAVELER	DESTINATION	START DATE	STATUS	
Deka Tea, Inc.	Fair Trade Federation Conference 2013	Self	Raleigh, NC	04/22/2013	Submitted	View Copy

Copy a Submitted Travel Disclosure

You may copy a submitted travel disclosure to save time in creating a new travel disclosure for the same SFI Entity, purpose, etc.

1. Under the *View* heading, a list of travel disclosures you previously submitted for review will display.
2. Click the **Copy** link to the right of a travel disclosure listing.

The image shows a table with a blue header and a red arrow pointing to the "Copy" link in the last row.

View						
ENTITY NAME	TRIP NAME	TRAVELER	DESTINATION	START DATE	STATUS	
Deka Tea, Inc.	Fair Trade Federation Conference 2013	Self	Raleigh, NC	04/22/2013	Submitted	View Copy

- The new **Travel Disclosure by <lastname, firstname>** screen will display pre-populated with data from the submitted travel disclosure. Make modifications as needed.

Travel Disclosure by Haskell, Edward

Name : Haskell, Edward
Department : 150001:Center for Coeus Training
Faculty : Yes

Please enter the following information for your trip (Note: travel reimbursed through MIT does not need to be disclosed under [PHS policy](#)) ?

***Entity Name:** *The entity which directly paid on your behalf or reimbursed you for this trip*
 Soya-Tastic **Add New Entity**

***Traveler:** *Who took this trip? You or a member of your Family*
 Self

***Trip Title:** *e.g. "AACR conference in LA, 2012"; "GSK board meeting in London"*
 Sustainable Farming Conference 2013

***Destination:**
 Minneapolis, MN

***Purpose of the trip:** *i.e. Deliver keynote address; attend annual meeting of the company Scientific*
 Panel of Experts discussion

*** Relationship to your PHS research:** *Describe how this trip for this entity does or does not relate to your PHS sponsored research e.g. "There is no relationship between this trip and any of my PHS research because this trip was to deliver a talk on how to make the best chocolate chip cookies and my PHS research involves the development of a rapid diagnostic for bio-sensing of disease."*
 There is no relationship between this trip and any of my PHS research because this trip was to participate in Panel of Experts discussion and my PHS research involves the development of disease resistant plants through genetic engineering.

***Actual U.S. dollar amount reimbursed and/or paid on your behalf (estimate if unknown):** \$ 650.00

***Start Date:** 07/14/2013

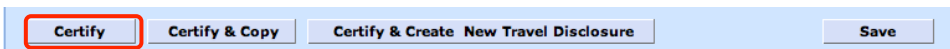
***End Date:** 07/16/2013

Certify **Certify & Copy** **Certify & Create New Travel Disclosure** **Save**

Certify | Certify & Copy | Certify & Create New Disclosure | Save

When you have completed the Travel Disclosure, click on the appropriate button at the bottom of the screen.

- Click the **Certify** button to certify that the information provided in the travel disclosure is accurate and submit for review.

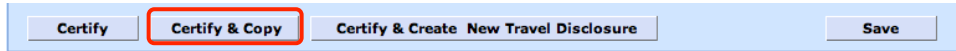


You will see the pop-up window displayed below. Review the certification statement then click the **Certify** button. If you need to make modifications, click the **Cancel** button and you will return to the travel disclosure screen.

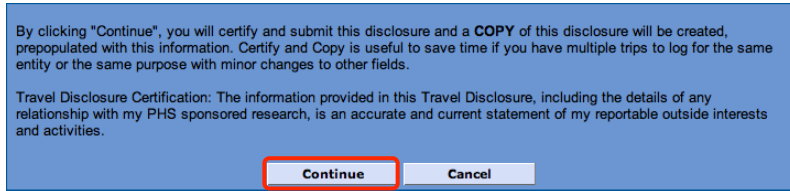
By clicking "Certify" you will **certify** and submit this travel disclosure. Travel Disclosure Certification: The information provided in this Travel Disclosure, including the details of any relationship with my PHS sponsored research, is an accurate and current statement of my reportable outside interests and activities.

Certify **Cancel**

- ▶ Click the **Certify & Copy** button to certify that the information provided in the travel disclosure is accurate and submit for review, and also create a copy of the travel disclosure prepopulated with information from the original travel disclosure. You may use this to save time if you have multiple trips to disclose for the same Entity.



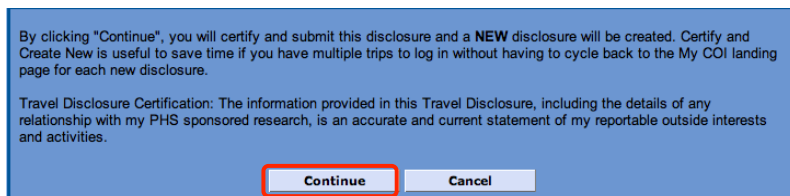
You will see the pop-up window displayed below. Review the certification statement then click the **Continue** button. If you need to make modifications, click the **Cancel** button and you will return to the travel disclosure screen.



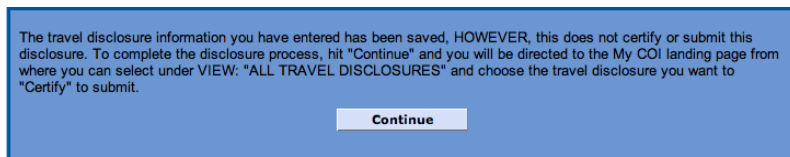
- ▶ Click the **Certify & Create New Travel Disclosure** button to certify that the information provided in the travel disclosure is accurate and submit for review, and also create a new, blank travel disclosure.



You will see the pop-up window displayed below. Review the certification statement then click the **Continue** button. If you need to make modifications, click the **Cancel** button and you will return to the travel disclosure screen.



- ▶ Click the **Save** button to exit the travel disclosure to complete at a later time. When prompted by the pop-up window below, click the **Continue** button and you will return to the MY COI screen (**Note**: there is no *Cancel* button when saving). The Travel Disclosure will be saved to the **Revise** section of My COI.



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

Coelus Support Team

- kc-help@mit.edu
- CoelusLite My COI system issues and authorizations
- Include your **Name, Contact information**, and a brief description of the problem you are experiencing.