

Research Administration Practices (RAP) Sessions

Disclosures in MyCOI-OPA+: DLCI Overview

Ensuring integrity in research through effective compliance tools

Information provided in this learning session is based on information available as of the date of this presentation

Presented by:

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Introductions

Ian Cariolo

Senior Research Administration Education & Support Specialist, VPR

Carole Trainor

Senior Research Administration Education & Support Specialist, VPR

Agenda & Introduction



Agenda

- **MyCOI-OPA+** system for managing Outside Professional Activities (OPA) and Financial Conflicts of Interest (FCOI) disclosures
- My COI (CoeusLite) **Migrating** Active SFI Data
- **Unified** reporting of Engagements and disclosure
- **FCOI Disclosures:** Proposal, Award, Initial/Revision
- **Guidance and Resources**

MIT Conflict of Interest Policies

MIT Conflict of Interest Policies

Office of the Vice President for Research

Search

Overview Financial COI in Research Conflicts of Commitment (COC, OPA) Using MyCOI-OPA+ Contact Us

MIT Conflict of Interest Policies

MIT has a responsibility to generate positive learning opportunities for its students, preserve the integrity of its research enterprise and maintain the public's trust. The discussion, disclosure, review and management of real or perceived financial conflicts of interest (FCOI) and conflicts of commitment (COC) is an important part of that responsibility.

Resources

- SBIR/STTR Awards
- Sponsor-Specific Disclosure Requirements
- Assessing and Mitigating Risk

Quick Links

- FCOI Policy
- COC Guidance
- OPA Guidance
- MyCOI-OPA+
- CITI Training

MIT Conflict of Interest Policies (coi.mit.edu/):

- [Financial Conflict of Interest in Research \(FCOI\)](#)
- [Conflict of Commitment \(COC\) and Outside Professional Activities \(OPA\)](#)
- [Using MyCOI-OPA+](#)
- [MyCOI-OPA+ Resources](#)

Conflict of Commitment (COC) & Outside Professional Activities (OPA)

MIT Conflict of Interest Policies

MIT Office of the Vice President for Research

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Overview Financial COI in Research Conflicts of Commitment (COC, OPA) Using MyCOI-OPA+ Contact Us

Print/Save to PDF

Home / Conflicts of Commitment / Outside Professional Activities (OPA) Guidance

Outside Professional Activities (OPA) Guidance

Before proceeding with this guidance document, please read the [Principles](#).

Outside Professional Activities (OPAs) may include the following forms, such as:

- Consulting
- Volunteering
- Pro-bono activities
- Activities which are compensated or not
- Activities for which you may sign or not

Your responsibility is to disclose activities to MIT and any research sponsor. When you have responsibilities, you must disclose whether you are using institutional time. Please see the [Guidance](#) for more details.

For new OPAs or updates to existing OPAs, you must submit details for review to your department chair or assistant provost for administrative support.

Permitted Time for OPA and Institutional Responsibilities

Group	Outside Professional Activities (%)	Institutional Responsibilities (%)
Faculty and senior research scientists, engineers, and associates	20%	80%
Principal research scientists, engineers, and associates	10%	90%
All other employees	0%	100%

Legend: Outside Professional Activities (Dark Blue), Institutional Responsibilities (Light Blue)

How to Comply

Submitting Details for Review

For any potential engagement:

- Use the [consulting questionnaire](#) to submit details for your DLCI head's review.
 - Using the consulting questionnaire facilitates additional reviews such as export control, research security, Dean's Office, and others as needed.
- If you have not submitted a consulting questionnaire and you have discussed it with your DLCI head, document that discussion in writing. We recommend that you upload the documentation to [MyCOI-OPA+](#).

OPA Disclosure:

- Admin staff do not report OPA
- OPA Disclosure not limited to annual report, updated on rolling basis
- Time (days) not included in OPA. Instead, users certify an attestation to abiding by MIT policy

Using MyCOI-OPA+

[Overview](#)[Financial COI in Research](#)[Conflicts of Commitment \(COC, OPA\)](#)[Using MyCOI-OPA+](#)[Contact Us](#)

[Launch MyCOI-OPA+](#)[FCOI Disclosures](#)[OPA Disclosures](#)[FCOI vs. OPA Disclosures: What Is the Difference?](#)[► MyCOI-OPA+ Resources](#)[► FAQs](#)[FCOI Disclosure Expiration Reports](#)

[Print/Save to PDF](#)

[Home](#) / [Using MyCOI-OPA+](#) / [MyCOI-OPA+ Resources](#)

MyCOI-OPA+ Resources

[MyCOI-OPA+](#) streamlines the reporting process for Financial Conflict of Interest (FCOI), Outside Professional Activities (OPA) and other disclosures. MyCOI-OPA+ facilitates:

- Rolling disclosures and updates at any time
- Transparency and compliance with federal and MIT policies

Faculty, academic instructional staff, campus sponsored research staff, and academic research staff (and directed) should disclose outside engagements as required in MyCOI-OPA+.

[Launch MyCOI-OPA+](#)

First Time Using MyCOI-OPA+

During the MyCOI-OPA+ rollout, **additional support** is available for all users.

If you had Significant Financial Interests (SFIs) in My COI via Coeus Lite (legacy system), you will need to re-enroll (now referred to as "Engagements") the first time you use MyCOI-OPA+. Watch [Data Transfer from Legacy COI \(Coeus\)](#) for a walkthrough of this process.

How to Disclose in MyCOI-OPA+

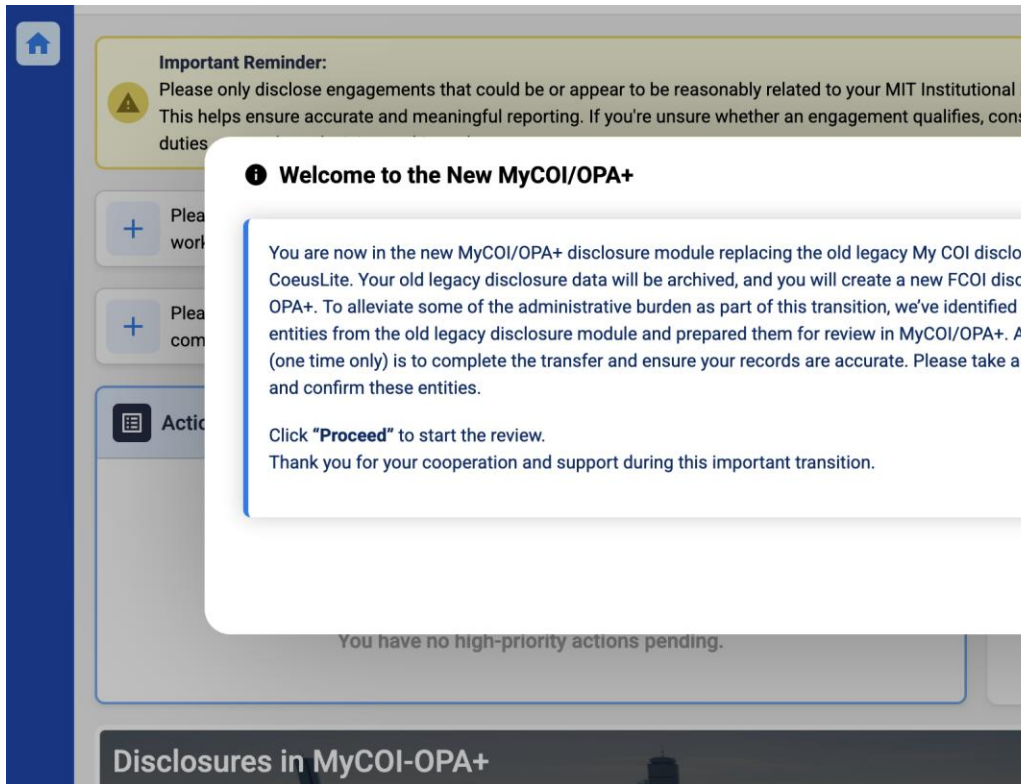
Watch [Getting Started with MyCOI-OPA+](#) for an overview of OPA Disclosures, FCOI Disclosures, and Travel Disclosures.

OPA Disclosures

- [Create an Engagement \[PDF\]](#): Create an Engagement to add to your disclosure.
- [OPA Disclosure – No Engagements \[PDF\]](#): If you have no Outside Professional Activities to report.

- ## First Time Using MyCOI-OPA+
- ### Web-based learning:
- [Data Transfer from Legacy COI \(Coeus\)](#)
 - [Getting Started with MyCOI-OPA+](#)

Migrating data: FCOI



- Prior disclosures from FCOI or OPA are not in the new MyCOI-OPA+ system
- Active SFI entities in old legacy COI module must be migrated into MyCOI-OPA+
- Must complete migration before you can access MyCOI-OPA+ system for disclosure
- Engagement/entity details are updated per Federal and Institute policy, so migration requires response to questionnaire

Introducing MyCOI- OPA+



What is MyCOI-OPA+?

Unified Disclosure System

MIT has developed MyCOI-OPA+, a unified disclosure platform, to help MIT faculty, academic and research staff ensure their engagements align with Institute policies, sponsor requirements, and federal regulations.

MyCOI-OPA+ is a single, streamlined platform for disclosing:

- **Financial Conflicts of Interest (FCOI)** — financial interests that could be perceived to affect an individual's research or institutional responsibilities
- **Outside Professional Activities (OPA)** — engagements that may impact an individual's time or obligations to MIT



Engagements

MyCOI-OPA+



Engagements

At the center of the MyCOI-OPA+ disclosures are a person's **Engagements** that include information on the Entity or organization with which they have a relationship.

For FCOI disclosures, a user must disclose:

- Within 90 days of acquiring or changing a Significant Financial Interest (SFI)
 - PHS and some other federally sponsored investigators must disclose within 30 days, and include Sponsored Travel in their disclosure
- If 12 months have passed since their last FCOI disclosure

Engagements

The screenshot shows a web form titled "Engagements". At the top, there is a section for "Entity Name" with a text input field containing "cogswell cosmic cogs". Below the input field, it says "No results". A red speech bubble points to the input field with the text "Select or create Entity". Below this, a grey bar contains the text: "Select your Entity from the dropdown. If no match is found, Click here to add 'cogswell cosmic cogs' as a new Entity." Below the grey bar, there are three questions, each with radio button options for "Yes" and "No". A blue speech bubble points to the second question with the text "Requires Financial details". An orange speech bubble points to the third question with the text "OPA". At the bottom of the form, there are two buttons: "Cancel" and "Proceed".

*** Entity Name**

cogswell cosmic cogs

No results

Select your Entity from the dropdown. If no match is found, Click here to add "cogswell cosmic cogs" as a new Entity.

*** Does this entity sponsor your MIT research?**

☐ Yes

☐ No

*** Are you compensated or do you have other financial interests (direct or indirect) related to this engagement?**

☐ Yes

☐ No

*** Do you spend time on this engagement outside your MIT Institutional Responsibilities?**

☐ Yes


☐ No

OPA

Cancel Proceed

Engagements

- See [Create an Engagement \[PDF\]](#): for details for reporter
- Engagements must be created and updated on a rolling basis based on Federal and Institute requirements

MyCOI-OPA+

Create an Engagement

MyCOI-OPA+ is a unified system which streamlines the process of completing disclosures related to both Financial Conflicts of Interest (FCOI) and Outside Professional Activities (OPA). You will report individual **Engagements**—**professional activities or financial interests**— with external entities which could be or appear to be [Reasonably Related](#) to your [MIT Institutional Responsibilities](#).

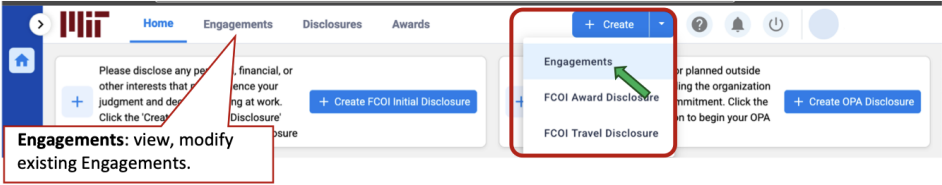
Once created, an **Engagement** may be modified or marked as “Inactive” but can never be deleted as they remain part of your historical record. It is a best practice to create and update your Engagements regularly.

⚠ Important Reminder:
Please disclose only those engagements that could be or appear to be Reasonably Related to your MIT Institutional Responsibilities. For example, a consulting role in your field of research; pro-bono service on a scientific advisory board for a company in your discipline; holding ANY equity in a start-up developing technology similar to what your lab works on. **How it works:**

1. **Create an Engagement** by entering the name and country of the external entity.
2. **Answer guided questions** about the nature of your involvement.
3. **Based on your answers or if you have a sponsored research portfolio**, MyCOI-OPA+ will indicate if an FCOI or OPA disclosure is required.

Create Engagement with Entity

1. Go to mycoi-opa.mit.edu and you will be authenticated via **MIT Touchstone**.
2. MyCOI-OPA+ will open to **Home** Dashboard. Click the + **Create** button and select **Engagement** from the menu.

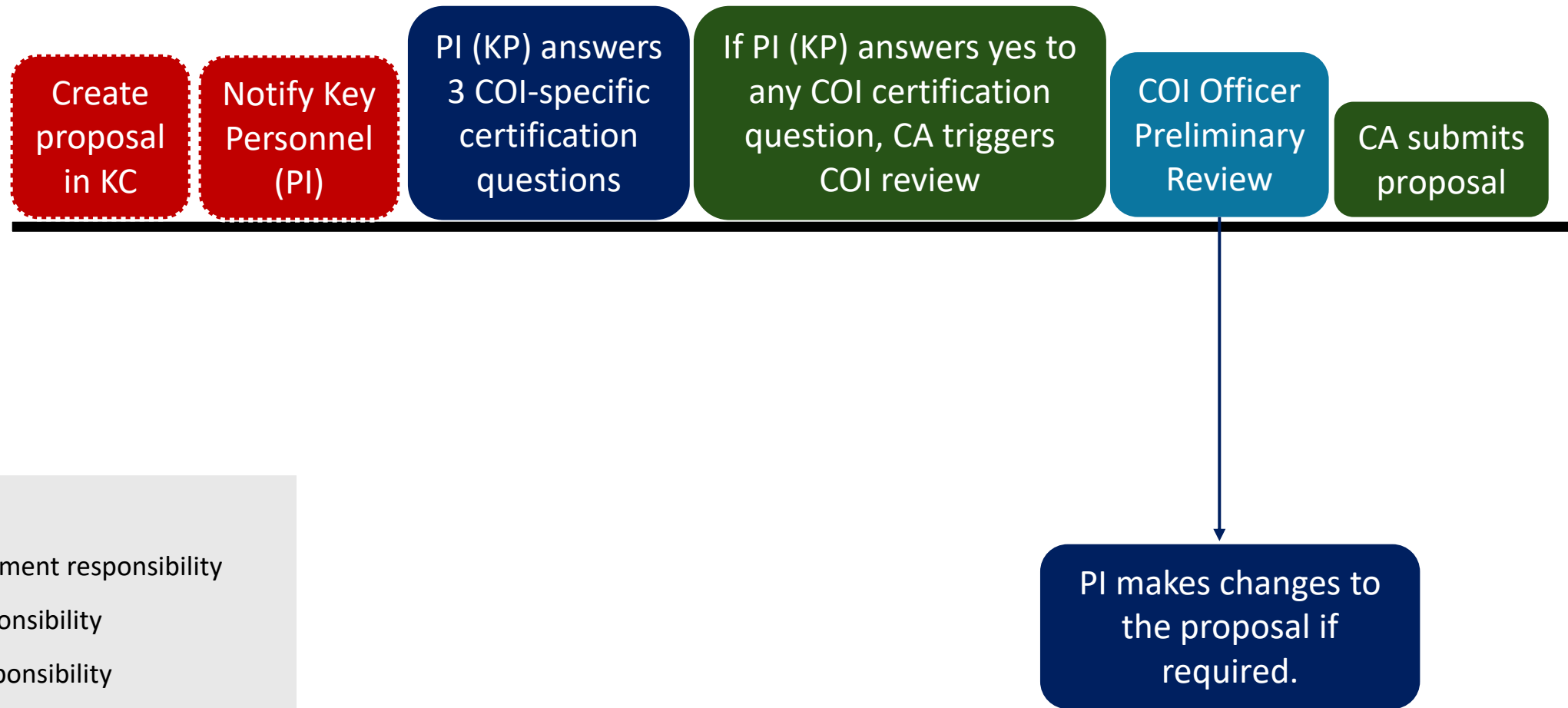


1. The **Engagement** screen will open with required fields labeled with a red asterisk *.
2. In the **Entity Name** textbox, begin typing the official name of the entity and the elastic search will retrieve





FCOI Disclosure Proposal



Proposal Stage



Legend

-  Department responsibility
-  PI responsibility
-  CA responsibility
-  COI responsibility

Proposal Certification Notification

Key Personnel

Search for and add key personnel

Basics

Key Personnel

Personnel

Compliance

Add Personnel

COI Disclosure Status

Notify All

Carlolo, Ian C (Principal Investigator) (Certification Completed and Answered By icariolo - 09/11/2025 07:57 AM)

Notify Carlolo, Ian C

Regarding your involvement in Development Proposal IAN TEST - Budget Periods

kc-help@mit.edu <kc-help@mit.edu>

To: Ian Carlolo

Today at 7:56 AM

Hello,

You have been named as a Principal Investigator (PI), Co-Investigator (Co-I) or Senior/Key Person on this proposal:

Proposal Number: 68653

Sponsor: 107375 - Raytheon Technologies Corporation

Title: IAN TEST - Budget Periods

Principal Investigator: Carlolo, Ian C

Administrator preparing proposal: icariolo

In order to meet federal requirements and MIT policies and to ensure objectivity in research, please click the link below and proceed to a short series of questions; these questions constitute the PI Certification and Disclosure for this proposal. The proposal cannot begin routing for approval until all certifications are complete.

<https://kcoeus.mit.edu:443/kc-prod/kc-pd-krad/proposalDevelopment?methodToCall=viewUtility&viewId=PropDev-CertificationView&docId=4058116&userName=icariolo>

Principal Investigators and Co-Investigators:

You will be asked to answer several short (yes/no) questions about the proposal and three screening questions related to conflict of interest. If the answers to the screening questions do not indicate a need for additional information, your certification and disclosure is complete. If additional information is needed, you will be directed to the My COI module of Coeus Lite to complete a full financial disclosure related to this proposal.

You must have an MIT certification to complete this action. <http://ist.mit.edu/certificates>

If you have questions, please contact the administrator who is preparing this proposal.

Thank you.

Kuali Coeus and Coeus Lite require an MIT personal web certificate.

For information about obtaining MIT personal web certificate please go to <http://ist.mit.edu/certificates>

Proposal Certification

REMEMBER: Proposal Certification is not COI, and COI is not proposal certification.

Only when answering YES to either 10, 11, or 12 (the SFI screening questions in the certification) does there become an FCOI implication at proposal phase.

The image shows a screenshot of a proposal certification form with a torn-paper edge effect. It contains several screening questions. A yellow callout box points to the 'Yes' radio button for question 10, stating 'Trigger for proposal FCOI disclosure'.

☐ Yes
☒ No

10. 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. ⓘ

☒ Yes
☐ No

11. Could the work contemplated in this project reasonably appear to affect a company or other organization in which you have a SFI? ⓘ

☐ Yes
☒ No

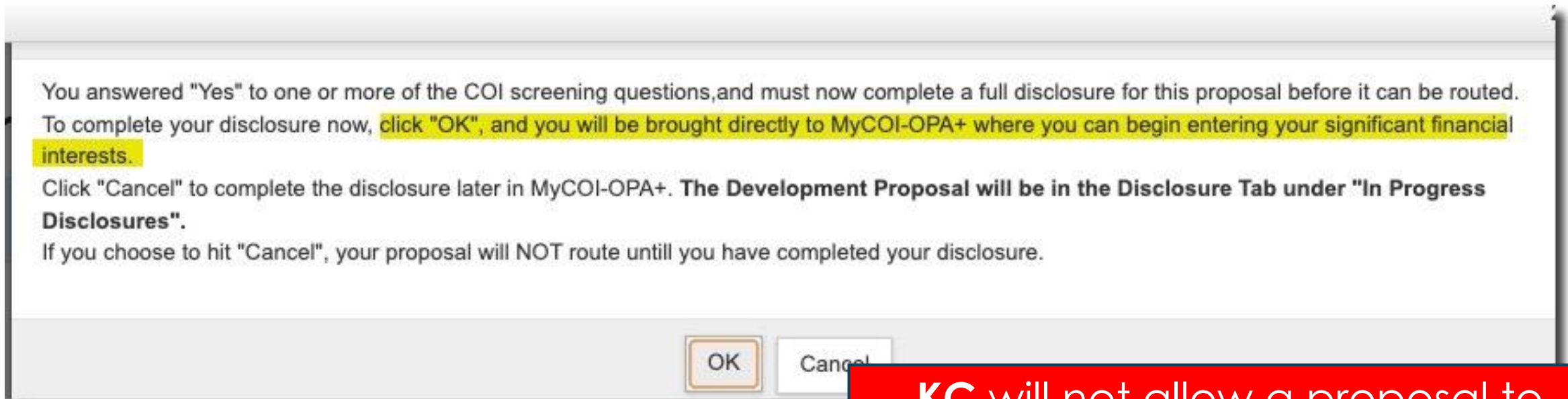
12. Does this project contemplate any purchases from or subawards to a company or other organizations in which you hold a SFI? ⓘ

☐ Yes
☒ No

14. If the sponsor for this proposal is Federal - Have you lobbied, or are you aware of anyone who has lobbied government officials in support of this project? Lobbying includes oral or written communications to government officials regarding the adoption of program funds, or execution of program funds that would specifically support this project. ⓘ

Proposal Disclosure

Investigators and Key Personnel complete KC proposal certification including COI screening in Quali Coeus (KC), triggering disclosures if potential conflict are indicated.



KC will not allow a proposal to route for internal approval until all COI certification and disclosure requirements are met.

Proposal FCOI Disclosure

ACTION REQUIRED: Submit your FCOI disclosure for the development proposal



○ MyCOI-OPA@MIT.EDU <MyCOI-OPA@MIT.EDU>

Today at 7:57 AM

To: ⓘ Ian Cariolo

Dear Cariolo, Ian C,

You are receiving this message because of your role on a pending proposal from a sponsor that requires a financial conflict of interest (FCOI) disclosure. The disclosure must be certified and submitted before the proposal can be routed for Department, Lab or Center Head approval.

Please complete your disclosure in the [MyCOI-OPA+](#) tool.

Department: 391020 - Research Administration Support

Create Date: 09-11-2025

Please visit the COI website for the latest FCOI policy information and resources: <http://coi.mit.edu/>

Do not reply to this system-generated Email. Please contact coi-help@mit.edu with questions regarding the FCOI policy. For technical assistance, please email RA-help@mit.edu.

Thank you in advance for your efforts in complying with the FCOI disclosure process.

Validation

Q: If I've received an email from KC that all certifications are complete, why is the KC proposal validation telling me that the Disclosure is not completed?

A: The email you receive from KC is only attesting to the certification questions having all been answered. The act of completing a proposal COI disclosure is a separate action outside of KC.

Data Validation

Turn Off

Show entries

Search:

Area	Section	Description	Severity	Actions
Error				
Personnel		Disclosure not completed.	Error	Fix It

Showing 1 to 1 of 1 entries

[Previous](#)[Next](#)

Close

Proposal Certification vs. Proposal Disclosure

To determine if the Key Personnel have completed a disclosure, one can check within the proposal via the COI Disclosure Status button:

The screenshot displays the KUALI COEUS system interface. At the top, the header includes the KUALI COEUS logo, navigation links (HOME, DASHBOARD, SYSTEM ADMIN PORTAL), and user information (User: icariolo, Action List, Get Help). The main content area is titled "Proposal Development" and shows "Proposal: #68653" with "PI: Cariolo, Ian C". A sidebar on the left contains navigation options: Basics, Proposal Details, Delivery Info, Sponsor & Program Information, Organization and Location, Key Personnel (selected), Personnel, Compliance, Attachments, Questionnaire, and Budget. A notification bar at the top of the main content area states "Document was successfully saved." with a red arrow pointing to the "COI Disclosure Status" button in the "Key Personnel" section. The "Key Personnel" section includes a search bar and two buttons: "Add Personnel" and "COI Disclosure Status". A modal window titled "COI Disclosure Status" is open, showing "Project: 68653" and "Title: IAN TEST - Budget Periods". It contains a table with the following data:

Full Name	Proposal Person Role Id	COI Disclosure Status
Cariolo, Ian C	PI	Pending.

The modal window also has a "Close" button. Below the modal, a list of key personnel is shown, including "Cariolo, Ian C (Principal Investigator)" with a status of "Certification Completed and Answered By icariolo - 09/11/2025 07:57 AM" and a "Notify Cariolo, Ian C" button. At the bottom of the interface, there are buttons for "Back", "Save", "Save and Continue", and "Close".

Proposal Disclosure Overview

MyCOI-OPA+

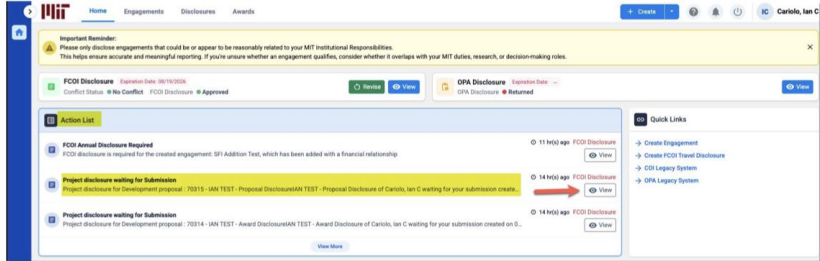
Proposal FCOI Disclosure

Accessing the MyCOI-OPA+ Tool

Access the unified disclosure tool [MyCOI-OPA+](#)

Dashboard

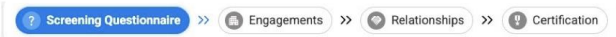
Upon first entering the system, the **Reporter** will be brought directly to their Dashboard. Any outstanding action items will be listed in the **Action List** window. In the example below, there is a new sponsored project **proposal** in which the **Reporter** has been named. Based on FCOI disclosure policy criteria, they need to complete a proposal FCOI Disclosure.



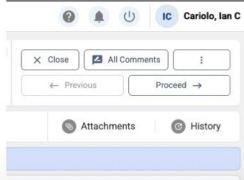
Completing a Proposal FCOI Disclosure

- Click the **View** button to the right of the relevant item in the Action List window.

The navigation bar denotes which section the Reporter is viewing.



- Once in the disclosure, in the upper right corner of the screen will be the **Actions** area:



Close – This button will return the Reporter to the Disclosures section
All Comments – Any correspondence between the **Reporter** and **Reviewer**
Three Dot Ellipsis – Print the Disclosure
Previous – Return to prior screen
Proceed – Move to next screen
Attachments – Provides an area for the **Reporter** to upload pertinent documentation for the **Reviewer**
History – Actions taken by the **Reporter** and **Reviewer**

- See [Proposal FCOI Disclosure \[PDF\]](#) for details for reporter
- If you have questions about a specific proposal, contact your [DLCI RAS Contract Administrator](#)

FCOI Disclosure Award



Award Setup

New Award is set up in ***Hold*** while reviewed for compliance, including FCOI disclosure or CITI COI training (if required by sponsor).

PI/Co-I/Key Personnel are contacted with instructions for completing FCOI disclosure in MyCOI-OPA+ and CITI training requirements.

MIT Account Number: 6123456
PI: Haskell, Edward
Page: 1
Date: 10/07/2021

Massachusetts Institute of Technology

Notice of Award - Hold Notice

Account Number: 6123456 Award Number: 032222-00001 Sequence: 1 **Status: Hold**
Modification Number:
Sponsor Award Number: INV-54321
Sponsor: 006012 - Bill & Melinda Gates Foundation
Prime Sponsor:
Title: Exploring use of cocoa bioactives for short-term memory enhancement

Holds for this award

Disclosures for this award

Investigator	Role	Disclosure	Training
Haskell, Edward	Principal Investigator	No Disclosure	Training Not Required

- This Award has a special review of Human Subjects with Status of Pending, So Award Status should be Hold.
- PI/COI need to complete their disclosures.

Printing the Notice of Award from KC

Award Contacts Commitments Budget Versions Payment, Reports & Terms Compliance Supplemental Info Comments, Notes & Attachment **Award Actions** Medusa

Document was successfully reloaded.

time & money Award Budget expand all collapse all

Click Show

Print

Print				
Award Notice	<input checked="" type="checkbox"/> Terms <input checked="" type="checkbox"/> Compliance <input checked="" type="checkbox"/> Approved Equipment <input checked="" type="checkbox"/> Approved Foreign Travel <input checked="" type="checkbox"/> Approved Subawards <input checked="" type="checkbox"/> Cost Sharing	<input checked="" type="checkbox"/> F&A Rates <input checked="" type="checkbox"/> Benefits Rates <input checked="" type="checkbox"/> Flow Thru <input checked="" type="checkbox"/> Comments <input type="checkbox"/> Funding Summary <input type="checkbox"/> Hierarchy Distributions	<input checked="" type="checkbox"/> Technical Reports <input checked="" type="checkbox"/> Reports <input checked="" type="checkbox"/> Payment <input checked="" type="checkbox"/> Closeout <input checked="" type="checkbox"/> Sponsor Contacts <input checked="" type="checkbox"/> Other Data <input checked="" type="checkbox"/> Keywords	<input type="button" value="print"/> <input type="button" value="send"/>
<input type="button" value="select all"/> <input type="button" value="select none"/>				
Award Modification	Award Version: 8	Transaction: 519656	Signature Required: <input type="checkbox"/>	<input type="button" value="print"/>
Award Hierarchy				<input type="button" value="print"/>
Time & Money History				<input type="button" value="print"/>
Time & Money Transaction Detail	Award Version: 8	Transaction: 519656	Signature Required: <input type="checkbox"/>	<input type="button" value="print"/>

Route Log

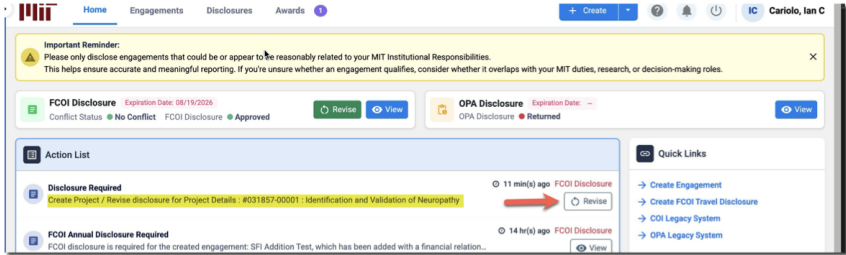
Notifications

Award Disclosure Overview

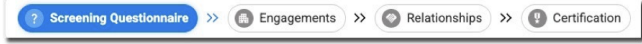
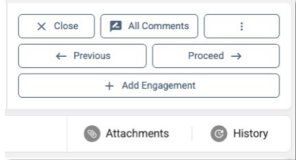
MyCOI-OPA+
Award FCOI Disclosure

Accessing the MyCOI-OPA+ Tool
Access the unified disclosure tool [MyCOI-OPA+](#).

Dashboard
Upon first entering the system, the **Reporter** will be brought directly to their Dashboard. Any outstanding action items will be listed in the Action List window. In the example below, there is a new sponsored Project in which the **Reporter** has been named. Based on FCOI disclosure policy criteria, they need to complete an **Award FCOI Disclosure**.



Completing an Award FCOI Disclosure

- Click the **Revise** button to the right of the relevant item in the Action List window. If no **Initial FCOI Disclosure** has been created by the individual yet, then there will be a **Create** button. The navigation bar denotes which section the **Reporter** is in.

- Once in the disclosure, in the upper right corner of the screen will be the **Actions** area:

 - Close** – This button will return the Reporter to the Disclosures section
 - All Comments** – Any correspondence between the **Reporter** and **Reviewer**
 - Three Dot Ellipsis** – Print the Disclosure
 - Previous** – Return to prior screen
 - Proceed** – Move to next screen
 - Add Engagement** – Add a new Engagement at any time from this screen
 - Attachments** – Provides an area for the **Reporter** to upload pertinent documentation for the **Reviewer**
 - History** – Actions taken by the **Reporter** and **Reviewer**

- See [Award FCOI Disclosure \[PDF\]](#) for details for reporter
- If you have questions about a specific award, contact your [DLCI RAS Contract Administrator](#)

FCOI Disclosure Initial/Revision



FCOI Initial/Revision Disclosure

- Prior FCOI disclosures in old My COI (CoeusLite) module are not copied into MyCOI-OPA+ but remain archived in legacy system and part of a person's historical record.
- First FCOI Disclosure in MyCOI-OPA+ is the **Initial FCOI Disclosure**. Subsequent submissions are Revision FCOI Disclose.
- **Still 4 Step Process:**
 - Screening Questions
 - Engagements
 - Relationship of SFI to Project
 - Certification

Expiring FCOI Disclosures

Launch MyCOI-OPA+
FCOI Disclosures
OPA Disclosures
FCOI vs. OPA Disclosures: What Is the Difference?
► MyCOI-OPA+ Resources
FCOI Disclosure Expiration Reports

Home / Using MyCOI-OPA+ / FCOI Disclosure Expiration Reports

FCOI Disclosure Expiration Reports

To view the reports **sign in via the Tableau Server** - scroll down and to the right until you find the blue "Sign in to Tableau Server" button.

Please note that access to these reports is restricted and requires an MIT certificate. If you have questions specifically about the FCOI disclosure process or the results returned, please email coi-help@mit.edu. If you are experiencing technical issues (i.e. page errors, access issues, results not displayed, etc), please email kc-help@mit.edu and provide a screen shot or description of what you are experiencing so we can better assist you.

Depending on your screen size and resolution, you may need to scroll to the right to view the full report.

There are four different reports you can access by clicking on the appropriate tab below. You can search the reports by Principal Investigator (PI) name, by the DLC where the PI has active awards, by the School where PIs have active awards or by the Research Administration Services (RAS) Contract Administrator name. An explanation of each report is provided when you click on the tab.



- See [FCOI Disclosure Expiration Reports](#)
- PI/Co-I/KPs are notified of expiring disclosures

FCOI Disclosure Overview

- See [FCOI Initial Disclosure \[PDF\]](#) for details for reporter

MyCOI-OPA+



FCOI Initial Disclosure

Investigators, key persons and others as required, must submit a **Financial Conflict of Interest (FCOI)** disclosure of **Significant Financial Interests (SFIs)** for themselves and their Family that appear to be **Reasonably Related** to their **Institutional Responsibilities** in MyCOI-OPA+:

- At proposal stage (during proposal certification), if there is a potential conflict of interest indicated in answering the COI screening questions
- At award stage (when an award is received), if no disclosure was submitted at proposal stage or is required by sponsor
- On a rolling basis:
 - Within 90 days of acquiring or changing a **Significant Financial Interest (SFI)**
 - PHS and some other federally sponsored investigators must disclose within 30 days, and include **Sponsored Travel** in their disclosure
 - If 12 months have passed since their last FCOI disclosure

If you have been notified to create your **FCOI Initial Disclosure** in MyCOI-OPA+ or **Revise your FCOI Disclosure**, you must complete and certify your disclosure in MyCOI-OPA+. **How it works:**

1. **Engagements** – create and update your Engagements on an ongoing basis. Keeping Engagements current (including inactivating entities you no longer have a relationship with) helps keep the disclosure process streamlined and accurate. See [Create Engagements \[PDF\]](#) to learn more.
2. **Create FCOI Disclosure** from Home if this your first FCOI disclosure in MyCOI-OPA+.
- Or -
Revise FCOI Disclosure if you would like to update your last submitted FCOI Disclosure.
3. **Complete the Four Step Disclosure process: Screening Questions, Engagements, Relationships, and Certification**

Create / Revise FCOI Disclosure

1. Go to mycoi-opa.mit.edu and you will be authenticated via **MIT Touchstone**.
2. MyCOI-OPA+ will open to **Home** Dashboard. Click one of the following options displayed as applicable:
 - Click **Create FCOI Initial Disclosure** to create your Initial OPA Disclosure if this is your first FCOI disclosure in MyCOI-OPA+.



Resources



MyCOI-OPA+ Resources for Reporters

Quick Reference Cards

OPA Disclosures

- [Create an Engagement \[PDF\]](#): Create an Engagement to add to your disclosure.
- [OPA Disclosure – No Engagements \[PDF\]](#): If you have no Outside Professional Activities to report.
- [OPA Disclosure – With Engagements \[PDF\]](#): If you have at least one Outside Professional Activity to report.

FCOI Disclosures

- [Create an Engagement \[PDF\]](#): Create an Engagement to add to your disclosure.
- [Proposal FCOI Disclosure \[PDF\]](#): If you indicate a potential conflict during proposal certification.
- [Award FCOI Disclosure \[PDF\]](#): If you need to submit an FCOI disclosure due to an award hold notice.
- [FCOI Initial Disclosure \[PDF\]](#): If you need to create or revise your FCOI disclosure.



Resources for Research Administrators

Key Contact Support and Assistance

- **Policy questions:** Contact coi-help@mit.edu
- **System and process questions:** Contact ra-help@mit.edu
- [Browse FAQs](#)
- **DLCI RAS Contract Administrator:** see [DLCI RAS Directory](#)

Access to Guidance Documents

Administrators can utilize guides on [MyCOI-OPA+ Resources](#).



Q&A and Wrap-Up