

## Completing an Annual Certification Using eCOI

### 1. Log on to the COI website

- a. Go to: <https://www.ecoi.emory.edu/>
- b. Enter University network I.D. and password
- c. Review the information on the first page. Click 'Continue' at the bottom of the page.

### 2. Complete a new annual certification

- a. In right bar, click on 'Complete a new Annual Certification'
- b. Page 1 is an overview of relevant policies
- c. If you completed any external activity reports they will appear on page 2 of the application. Add new external activities on page 2.
- d. If you received any conflict of interest management plans they will appear on page 3 of the application.
- e. After you verify the accuracy of your external activities and conflict management plans, answer all the questions on page 4 and certify the form at the bottom of page 5.

### Information resources for questions/concerns:

- eCOI Fast Start Guide:  
[http://www.coi.emory.edu/COI\\_documents/eCOI\\_Fast\\_Start\\_Guide.pdf](http://www.coi.emory.edu/COI_documents/eCOI_Fast_Start_Guide.pdf)
- COI policies: <http://www.coi.emory.edu/forms/polforms.cfm>
- Conflict of Interest Office:
  - Phone: 404-712-0046
  - Email: [COI-OFFICE@listserv.cc.emory.edu](mailto:COI-OFFICE@listserv.cc.emory.edu)
  - Website: <http://www.coi.emory.edu>

Welcome, **Brian**  
Your last login was on 06/10/2009 at 03:13pm  
**Annual Certification Due: 8/31/2009**

#### External Activities

[Overview](#)

[Instructions](#)

[Add a new external activity](#)

[Manage my external activities](#)

#### Proposal Financial Interest in Research Report (Principal Investigators and Research Admins only)

[Overview](#)

[Instructions](#)

[Add a new proposal](#)

[Manage my proposals](#)

#### Investigator Financial Interest in Research Report

[Overview](#)

[Instructions](#)

[Manage my reports](#)

#### Annual Certification

[Overview: Emory University](#)

[Overview: Emory Healthcare](#)

[Complete a new annual certification](#)

#### Help

[Help using this application](#)

[FAQs](#)

[Definitions](#)