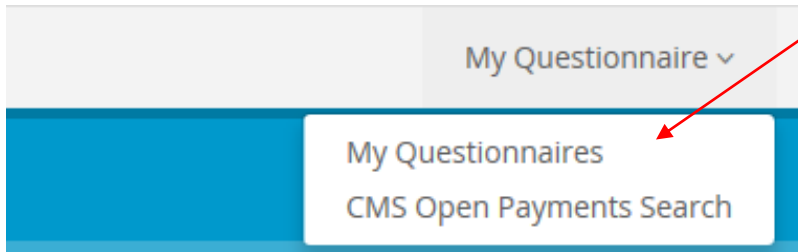


## How to Certify your FY 2019 COI Questionnaire:

1) Log into COI Smart: <https://medstar.coi-smart.com/main.php>

2) Click “My Questionnaire” and then “My Questionnaires” in the top right of your screen:



3) Click “Submitted” next to the FY 2019 questionnaire.

**NOTE:** Please ensure you are clicking into the FY 2019 questionnaire, not FY 2020.

My Questionnaires	
Questionnaire Name	Status
COI Disclosure	Closed
COI Disclosure	Closed
COI Disclosure	Closed
COI Disclosure	Closed
COI Disclosure	Closed
COI Disclosure	Closed
COI Disclosure	Closed
COI Disclosure	<a href="#">Submitted</a>

4) **IF YOU DO NOT NEED TO MAKE CHANGES TO THE QUESTIONNAIRE:**

- Click the “Re-Certify” button
- Type “Certify” in the text box provided and click “Finish”

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**FY19 COI Disclosure**

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This Questionnaire has been submitted.  
You may revise your answers by clicking on a "Revise" link below for a particular question.


**i** You may re-certify your last submission by clicking on the "Re-Certify" link below.

 Re-Certify

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Closed 06/29/2016

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 **Recertify Questionnaire**

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You have previously submitted this questionnaire.  
I hereby certify that the disclosure information provided is complete and accurate, to  
the best of my knowledge, as of the date submitted.

Type the word **certify** in the text box below before clicking the "FINISH" button to  
indicate that you are ready to re-certify your submitted questionnaire.

Type **certify** :

**IF YOU NEED TO REVISE PREVIOUS ANSWERS:**

- Click the BLUE REVISE button for each question needing revisions and follow the prompts to update.
- Once complete, navigate to the last survey question titled “CERTIFICATION” and click on the BLUE REVISE button.

Policy, and MedStar Health Research Institute’s Policy on Conflicts of Interest in Research(as applicable) and agree to  
ily in activities which accomplish one or more of its tax-exempt purposes. To the best of my knowledge the information I  
Ethics and Confidentiality Policy and MedStar Health Research Institute’s Policy on Conflicts of Interest in Research, if  
) all questions, I will promptly update this disclosure.

Complete Q

Revise

- 5) This will bring you to the COI certification page. Click on the green “Continue to the Question Revision Submission Page.”

**CERTIFICATION**

**Certification**

I hereby certify that:

- I have read and understand MedStar’s Conflict of Interest with Industry Policy, the MedStar Code of Conduct, the Business Ethics and Confid applicable) and agree to comply with them.
- I understand that MedStar is a charitable organization and that in order to maintain its federal tax exemption it must engage primarily in act
- To the best of my knowledge the information I have provided above is complete, truthful, accurate, and I certify that I am in compliance wit Research Institute’s Policy on Conflicts of Interest in Research, if applicable.
- Should my situation change at any point such that the information provided above no longer constitutes complete and accurate answers to a

Yes

 Upload one or more files as attachments to this response if you wish to supply supporting documentation

(10 MB Limit)

**Revision/Append Note:** Original answers are retained to provide history of disclosures. Your original and revised answers will appear  you print

- 6) Type **REVISE** in the red box and click green “Submit Revision to this Question” button.

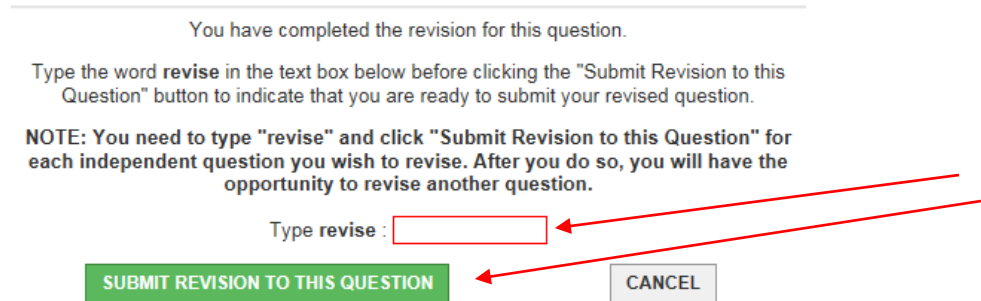
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You have completed the revision for this question.

Type the word **revise** in the text box below before clicking the "Submit Revision to this Question" button to indicate that you are ready to submit your revised question.

**NOTE: You need to type "revise" and click "Submit Revision to this Question" for each independent question you wish to revise. After you do so, you will have the opportunity to revise another question.**

Type revise :



- 7) Once you click the green button, you have successfully certified your FY 2019 COI questionnaire.

For questions or trouble accessing your account, please contact Lauren Brummell ([Lauren.E.Brummell@medstar.net](mailto:Lauren.E.Brummell@medstar.net)) or Carol Mason ([Carolyn.M.Mason@medstar.net](mailto:Carolyn.M.Mason@medstar.net)) for assistance.