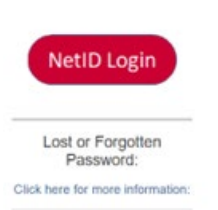


Rutgers eCOI+ Discloser Quick Reference Guide

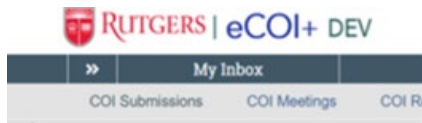
HOW TO LOG-IN TO eCOI+ SYSTEM

1. Go to ecoi.rutgers.edu
2. Click Log in to enter the site
3. Enter your Rutgers Net-ID Username and Password



YOUR PERSONAL WORKSPACE

- Otherwise known as 'My Inbox'



CREATING A NEW DISCLOSURE

CERTIFICATION

My Current Actions:

Update/Edit Certifications

Use this activity for updating your certifications

[Edit My Certification](#)

Annual Certifications

If your Annual Certification is due, click on the Create Annual Certification button below:

[Edit My Certification](#)

Research Based Certifications:

Use the following activity to create any research project based disclosure certifications NOT related to eIRB or RAPSS.

[Create Research Certification](#)



1. **INDIVIDUAL (SELF) CERTIFICATIONS:** Use this option to self-disclose only; this serves as your annual disclosure and is not associated with a research project. To begin, click on the "Create My Certification" option on the left. The information entered here will be retained for all future disclosure certifications.
 - Complete all questions on the disclosure details screen.
 - If you make a disclosure of outside interest, be sure to click "Finish" at the bottom of the disclosure window
 - Click "Add Disclosure" for each additional organization/ company you are reporting.
2. **RESEARCH BASED CERTIFICATIONS** (required for new awards):
 - Use this option for research-based disclosure certifications. (i.e., grants, contracts, IRB paper submissions, etc.). NOTE: Do not use this option for electronic IRB or RAPSS submissions. The eIRB system contains an activity button "Create Financial Disclosure in eCOI" which will generate "Draft" research certifications and link to the eCOI system for completion.
 - All previously collected data from the individual (self) certifications will display on the research-based certification.
 - This option will allow you or anyone with a Rutgers NetID to create a "Draft" research-initiated certifications for the entire project team. Important: If you are performing this activity and are a research team member, you must add yourself to the form to receive a draft research certification.

COMPLETING REQUESTED CHANGES

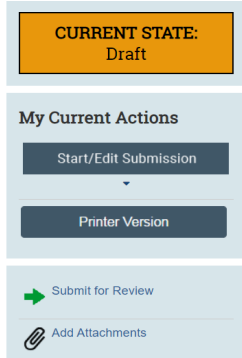
1. Click on the link within the e-mail you receive from eCOI system which will direct you to the disclosure certification workspace.
2. Review the "**History**" tab for comments from the Requestor

[Summary](#)

[History](#)

Rutgers eCOI+ Discloser Quick Reference Guide

3. To add requested information to a specific section of the certification, click the **"Edit"** button and navigate through the form by clicking **"Continue"**, make changes, click **"Save"** and **"Exit"** to return to cover page. Next, click **"Submit for Review"**, *add a comment*, click **"OK"**.
4. To return only a comment to the Requestor, click **"Submit for Review"**, *enter comment*, click **"OK"**.



ADDING NEW OR UPDATING DISCLOSURES

You need to disclose any financial relationship with an external company or organization where you or an immediate family member received remuneration or if you hold equity in said company. On your certification disclosure record, navigate to the **"Disclosure Details"** smart form page. On this page, you will be required to provide information on each company / external organization with which you have a financial relationship.

1. If the relationship has not been previously disclosed, click on the **"Add disclosure"** button.
2. If the relationship has been previously disclosed, click on the **"Edit"** link next to the disclosure to update
3. If the relationship is no longer active (e.g. consulting agreement that is no longer active), click the **"Remove"** link to the right of the disclosure

The disclosure will be removed after the certification is in a final review status, i.e., "No Review Required"

UPLOADING DOCUMENTS

How to upload documents to your disclosure certification:



Deleting Documents

1. Select the checkbox in front of the name of the document to be deleted
2. Click the **"Delete"** button