HOW TO LOG INTO eCOI

Go to: ecoi.rutgers.edu
Enter your Rutgers NetID Username and Password
Click Log In to enter the site.

REVIEWING DISCLOSURES

1. Log into the eCOI+ website or click on the link provided in the email sent to you.
2. Under “My Current Actions” you have three main options for viewing the submission:
   • View Submission: This will allow you to view the disclosure each page at a time.
   • Printer Version: This will allow you to view the entire disclosure as a single page.
   • View Differences: This will allow you to view any different versions if they exist.

SUBMITTING DEPARTMENTAL REVIEW OPTIONS

Forward for Further Review: This will allow you to send the submission to the compliance office.
Approve Disclosures: This will allow you to complete your review and indicate that no further review is required.
Request Clarifications by Discloser: This will allow you to send back to the discloser.

See below on steps for Requesting Changes to a Disclosure

REQUESTING CHANGES TO A DISCLOSURE

If you identify anything in the submission that requires follow up with the discloser, do the following: “Submit Departmental Review” and hit the” Request Clarifications by Discloser” option. When you submit this form, the discloser will be notified that changes are required to the disclosure certification application before you approve it.
While you are waiting for the discloser’s response:

If you have communications with the discloser (e.g. phone calls, email correspondence etc.) that should be noted in the system, you can open the disclosure and complete the Log Private Comments activity. Remember, these notes are tracked in the History Log tab and are visible to the submitter. You will receive a notification once the discloser has submitted the requested changes.

**DISCLOSURE WORKSPACE TABS**

- Summary Tab
- History Tab
- Disclosures Tab
- Private Review Information Tab

**IMPORTANT STATES THAT DISCLOSURES CAN APPEAR UNDER**

- Draft
- No Review Required
- Departmental Review
- Departmental Review: Response Pending
- Ethics Office Review
- Ethics Office Review: Response Pending
- Denied by Ethics Office
- Office for Research Review
- Office for Research Review: Response Pending
- Scheduled for Meeting
- Meeting Complete: Response Pending
- Discloser Review of Plan
- Under Management Plan
- Monitor Report Overdue
- Management Plan Satisfied
- Review Complete

**CURRENT STATE:**

Draft
WHERE TO VIEW DISCLOSURES

Scroll down on left hand side to view disclosures