eCOI+ Attendance at Events Quick Guide

Attendance at Events forms are **ONLY** to be submitted by Staff members who plan on attending an event in their capacity as a Staff member. As soon as you make the decision to attend an event in your role as Staff, please submit the form so that we may have ample time to review.

Step 1: Create Attendance at Event

Click on the **Attendance at Event** icon to begin.

Step 2: Complete the Event Information form

You will be prompted to provide information about the event you wish to attend, such as:

- name of the event,
- event host/sponsor,
- whether the host/sponsor is an interested party to the University,
- type of event,
- cost of registration/meals/accommodation/travel, etc.

You will also be asked who is paying for you:

- whether that is the host/sponsor,
- Rutgers,
- or you are paying to attend out of your own pocket.

eCOI+ Attendance at Events
Quick Guide

RUTGERS UNIVERSITY
Office for Research
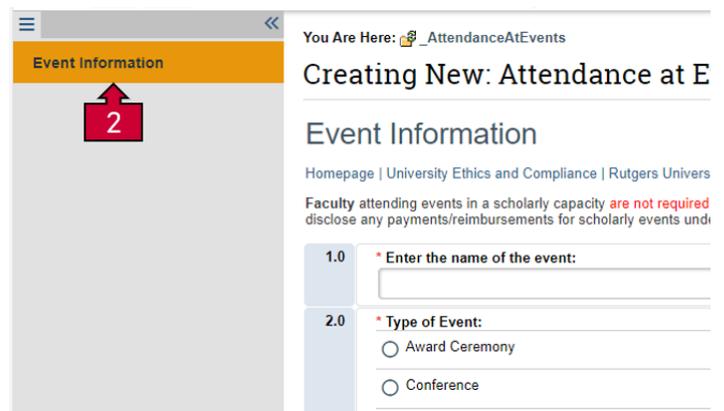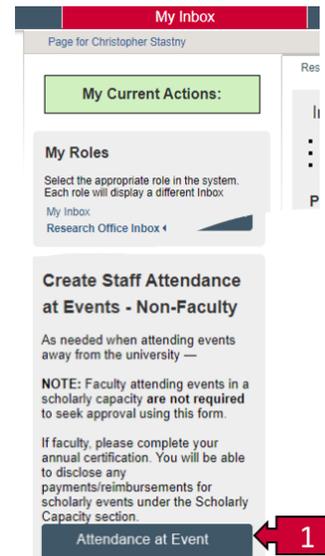
Step 3 Complete the remaining Smartforms
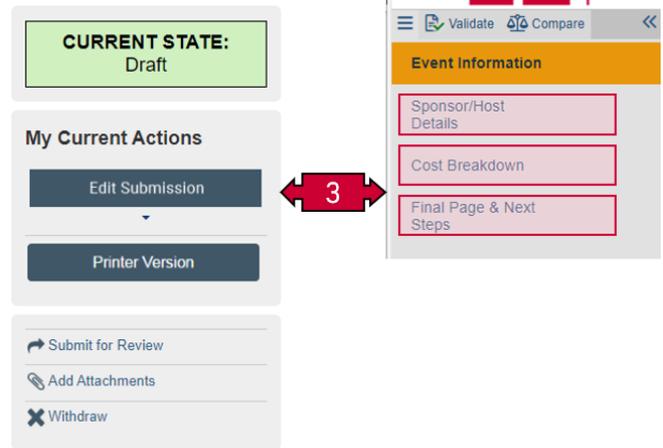
Step 4: Sponsor/Host Details

Please provide as much as information as known about the sponsor/host of the event.
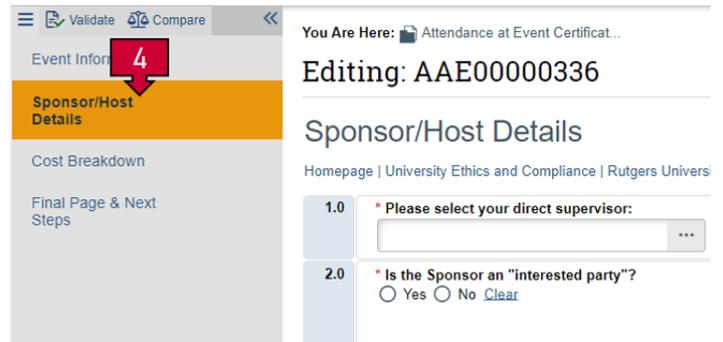
Step 5: Cost Breakdown

Please provide as much information as possible about the estimated cost, such as cost for meals, travel, accommodation, and event registration. You will also be prompted to provide who is paying for these costs (the host/sponsor, Rutgers, or yourself).
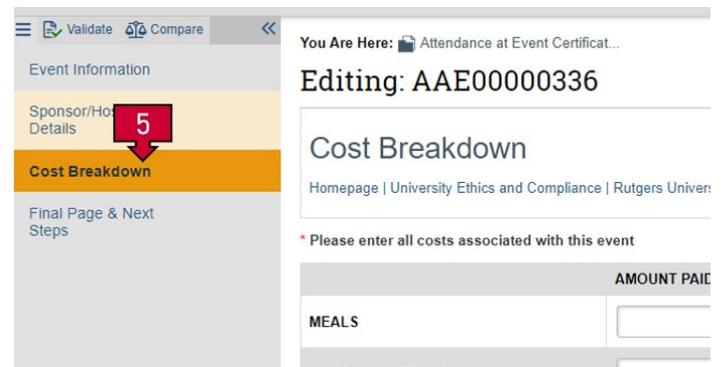
Step 6: Validate the forms

Once you have completed all the previous fields, you may follow the instructions to perform a validation.
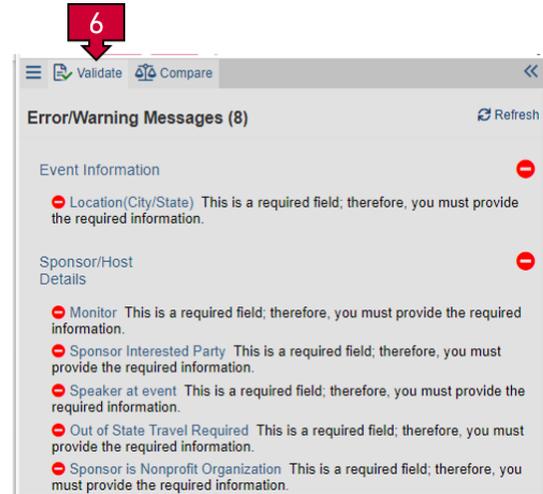
Step 7: Upload Supporting documentation

If you have an invitation, pamphlet, or itinerary for the event, please upload it here.
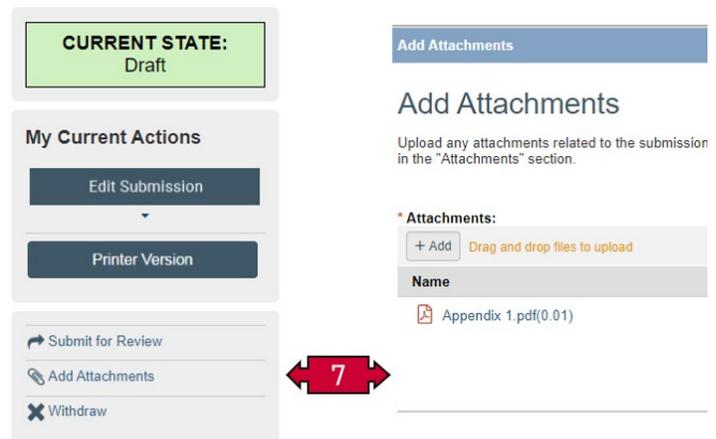
Step 8: Final Page and Next Steps

Follow the **Completion Instructions** shown.

eCOI+ Attendance at Events
Quick Guide

RUTGERS UNIVERSITY
Office for Research
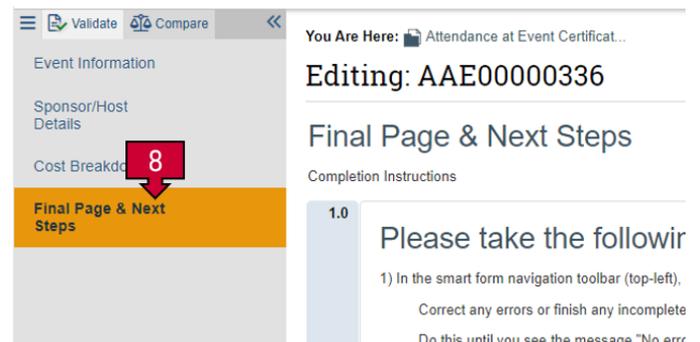
Step 9: Submit for Review

Final step.

CURRENT STATE:
Draft

My Current Actions

Edit Submission

Printer Version

9 → Submit for Review

Add Attachments

Withdraw
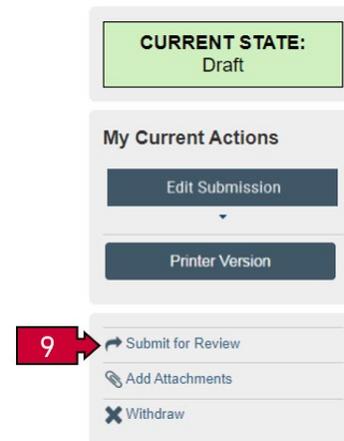
Related Quick Guides

eCOI+ Terminology Quick Guide
eCOI+ Disclosure Workspace Quick Guide
eCOI+ My Inbox Quick Guide
eCOI+ Submissions Workspace Quick Guide
eCOI+ My Profile Workspace Quick Guide
eCOI+ Workflow and States Quick Guide
eCOI+ Update/Edit/Create Certification Record Quick Guide
eCOI+ Startup Company Certification Quick Guide
eCOI+ Research Certification Quick Guide
eCOI+ Attendance at Events Quick Guide

Department Reviewer

eCOI+ Department Reviewer Quick Guide
eCOI+ My Inbox (Department Reviewer) Quick Guide
eCOI+ Disclosure Workspace (Department Reviewer) Quick Guide