eCOI+Attendance at Events Quick Guide



My Inbox

Page for Christopher Stastny

Mv Roles

My Current Actions:

Select the appropriate role in the system. Each role will display a different Inbox Research Office Inbox 4

Create Staff Attendance at Events - Non-Faculty

As needed when attending events away from the university — NOTE: Faculty attending events in a scholarly capacity are not required to seek approval using this form.

If faculty, please complete your annual certification. You will be able to disclose any payments/reimbursements for scholarly events under the Scholarly

Attendance at Event

Capacity section.

RUTGERS UNIVERSITY Office for Research

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. ٠
- 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.



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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).

CURRENT STATE: Draft My Current Actions Edit Submission Printer Version Printer Version	Sponsor/Host Details Cost Breakdown Final Page & Next Steps
Validate O Compare Validate O C	You Are Here: Attendance at Event Certificat Editing: AAE00000336 Sponsor/Host Details Homepage University Ethics and Compliance Rutgers University 1.0 * Please select your direct supervisor: 2.0 * Is the Sponsor an "interested party"? Yes No Clear
Validate 🖉 Compare < Event Information Sponsor/Ho 5 Cost Breakdown Final Page & Next Steps	You Are Here: Attendance at Event Certificat Editing: AAE00000336 Cost Breakdown Homepage University Ethics and Compliance Rutgers Univers • Please enter all costs associated with this event MEALS

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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.



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Step 9: Submit for Review

Final step.



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