

[Rutgers University Investigator Conflict of Interest Policy 90.2.5](#) requires that PIs and all personnel working on research projects, regardless of source of funding or lack thereof, disclose financial information that may reasonably be perceived to influence their work.

Disclosures should be made on an annual basis during the duration of the research, or within 30 days of discovering or acquiring (e.g., through purchase, marriage, or inheritance) new interests with respect to potential conflict of interest which otherwise changes since the original disclosure, each investigator shall be responsible for updating their Disclosures in <https://ecoi.rutgers.edu>.

Step 1a: Update My Certifications

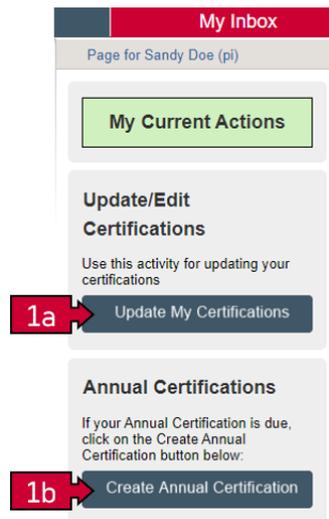
From My Inbox, click the Update My Certifications button

This option should only be used to update the disclosure certification whenever there is activity to add

Step 1b: Create Annual Certification

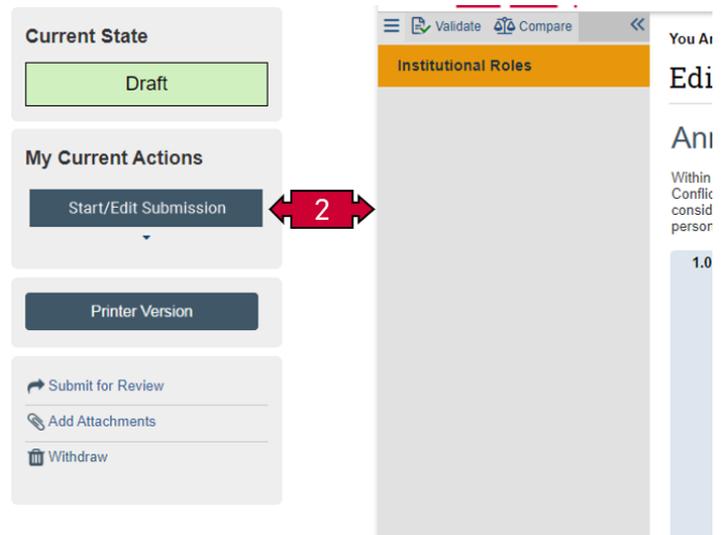
From My Inbox, click the Create Annual Certifications button

This option should be used to create the annual disclosure certification



Step 2: You will be presented with a blank Disclosure record

You must follow the instructions to fill out the fields



Step 3: Complete the remaining Smartforms

Once the initial Smartform page has been completed and saved, all remaining Smartform pages will be displayed.

Forms to pay particular attention to are noted and described below.



CURRENT STATE:
Draft

My Current Actions

- Edit Submission
- Printer Version

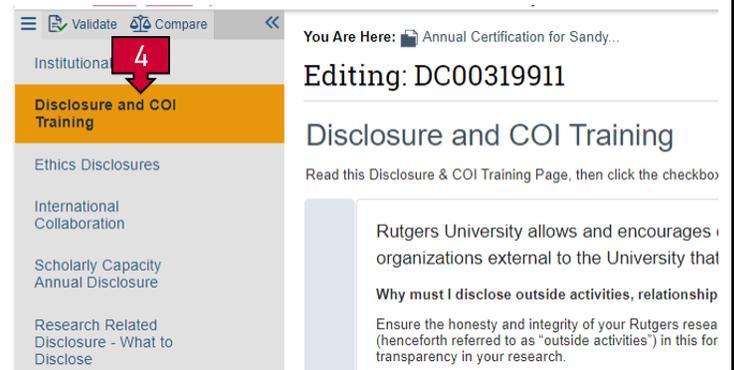
Submit for Review
Add Attachments
Withdraw

Institutional Roles

- Disclosure and COI Training
- Ethics Disclosures
- International Collaboration
- Scholarly Capacity Annual Disclosure
- Research Related Disclosure - What to Disclose
- Final Page & Next Steps

Step 4: Disclosure and COI Training

Follow the instructions to fill out the fields.



You Are Here: Annual Certification for Sandy...

Editing: DC00319911

Disclosure and COI Training

Read this Disclosure & COI Training Page, then click the checkbox

Rutgers University allows and encourages organizations external to the University that

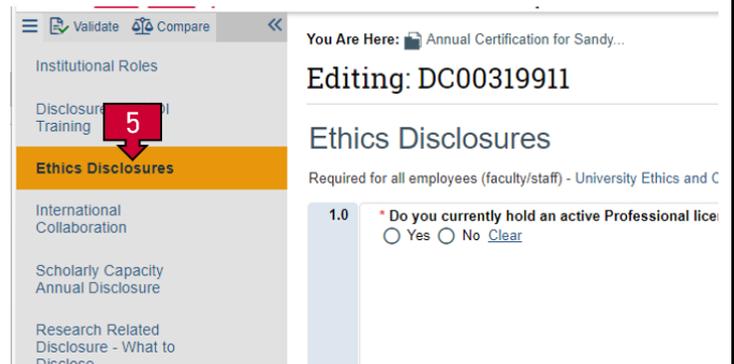
Why must I disclose outside activities, relationship

Ensure the honesty and integrity of your Rutgers resea (henceforth referred to as "outside activities") in this for transparency in your research.

Step 5: Ethics Disclosures

This section asks questions to identify any type of conflict you may have with your position at Rutgers; some questions include:

- asking if you or a family member hold any interest in a casino or cannabis entity
- whether another family member also works at Rutgers (and whether you supervise them)
- whether you work any other job other than your position at Rutgers.



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Ethics Disclosures

Required for all employees (faculty/staff) - University Ethics and C

1.0 * Do you currently hold an active Professional lice
 Yes No [Clear](#)

Step 6: International Collaboration

This section asks questions pertaining to any type of affiliation a discloser may have to an international entity or institution. For example:

- a Faculty member teaches at a foreign university and receives payment
- a Staff member works part-time for a Canadian company.

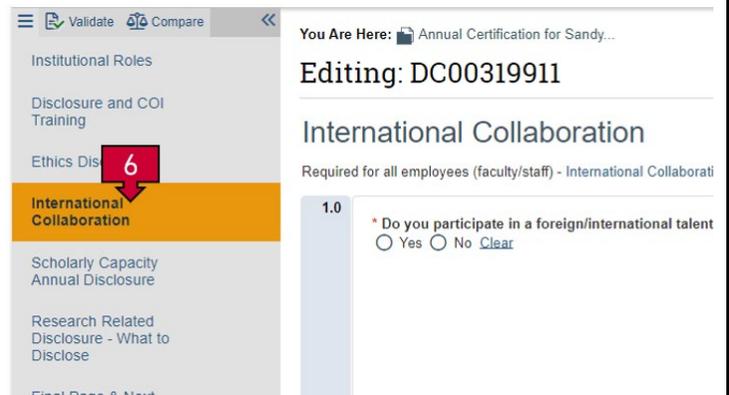
Step 7: Scholarly Capacity Annual Disclosure

This section **ONLY** applies to Faculty and asks questions about:

- any events attended,
- benefits received,
- financial compensation received within their "scholarly capacity" as a Rutgers faculty member.

Step 8: Research Related Disclosure - What to Disclose

Follow the instructions to fill out the fields.



Validate Compare

You Are Here: Annual Certification for Sandy...

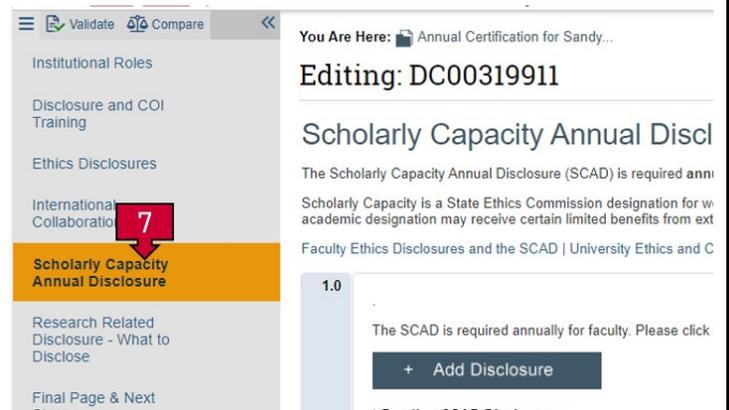
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International Collaboration

Required for all employees (faculty/staff) - International Collaborati

1.0

* Do you participate in a foreign/international talent
 Yes No [Clear](#)



Validate Compare

You Are Here: Annual Certification for Sandy...

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Scholarly Capacity Annual Disc

The Scholarly Capacity Annual Disclosure (SCAD) is required ann

Scholarly Capacity is a State Ethics Commission designation for w
academic designation may receive certain limited benefits from ext

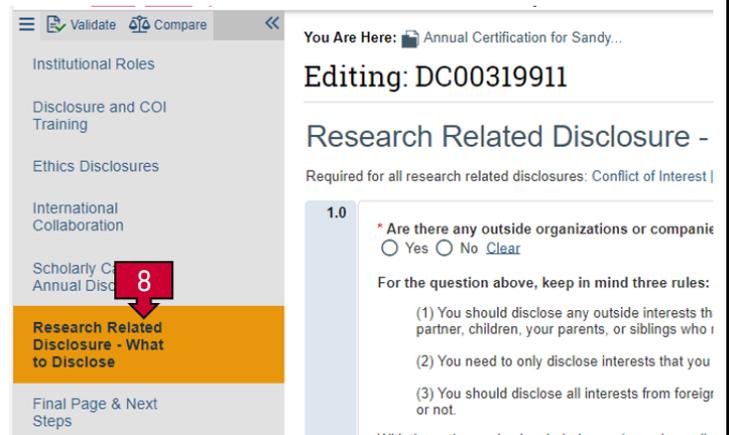
Faculty Ethics Disclosures and the SCAD | University Ethics and C

1.0

The SCAD is required annually for faculty. Please click

+ Add Disclosure

* Required SCAD Disclosure



Validate Compare

You Are Here: Annual Certification for Sandy...

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Research Related Disclosure -

Required for all research related disclosures: Conflict of Interest |

1.0

* Are there any outside organizations or companie
 Yes No [Clear](#)

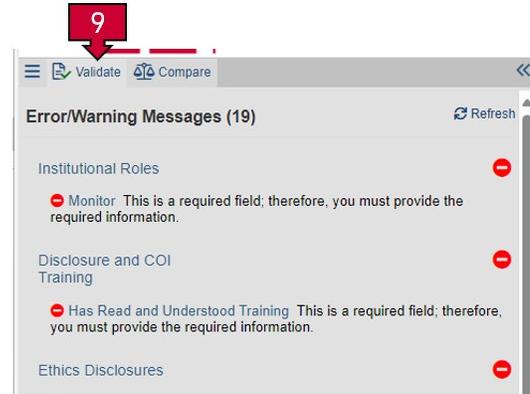
For the question above, keep in mind three rules:

- (1) You should disclose any outside interests th
partner, children, your parents, or siblings who i
- (2) You need to only disclose interests that you
- (3) You should disclose all interests from foreign
or not.

With these three rules in mind, do you (or an immedi

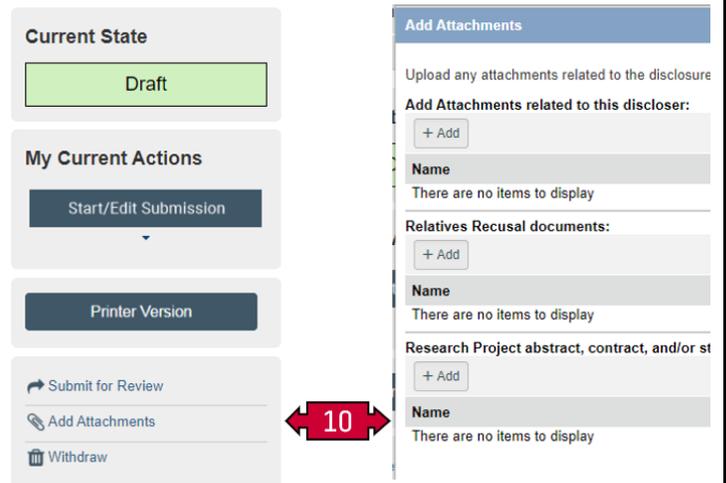
Step 9: Validation

Once you have completed all the previous fields, you may validate the forms to identify any errors or missing/incomplete information.



Step 10: Upload supporting documentation

If appropriate and/or requested, you may upload additional documents in this section.

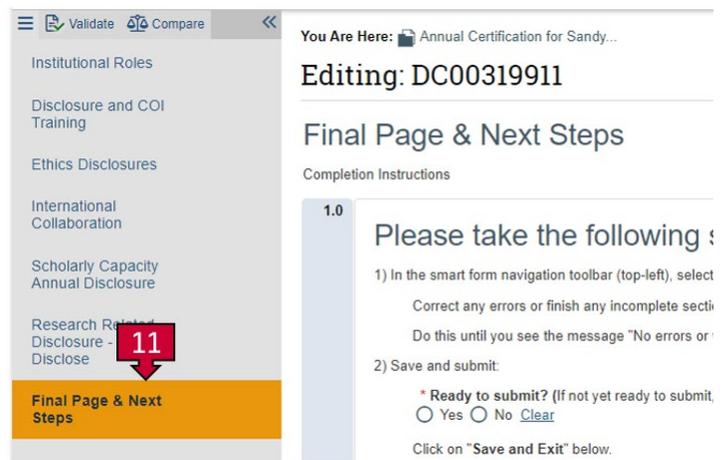


Step 11: Final Page & Next Steps

Follow the **Completion Instructions** shown in this section.

Step 12: Submit for Review

Final step



You Are Here: Annual Certification for Sandy...
Editing: DC00319911

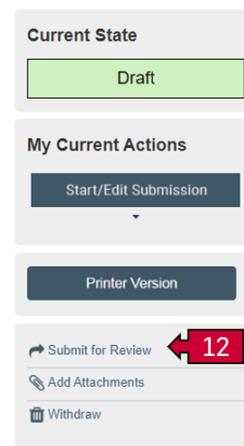
Final Page & Next Steps

Completion Instructions

1.0

Please take the following steps:

- 1) In the smart form navigation toolbar (top-left), select **Final Page & Next Steps**.
Correct any errors or finish any incomplete sections.
Do this until you see the message "No errors or warnings".
- 2) Save and submit:
*** Ready to submit?** (If not yet ready to submit, select No Yes [Clear](#))
Click on "Save and Exit" below.



Current State

Draft

My Current Actions

Start/Edit Submission

Printer Version

Submit for Review **12**

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](#)