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.

Step 4: Disclosure and COI Training

Follow the instructions to fill out the fields.

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.
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.
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

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