eCOI+Department Reviewer Quick Guide



Step 1a: Click the link in the notification

The link in the notification will take you directly to the disclosure to be reviewed.

If you are not already logged into eCOI+, you will be prompted to provide your NetID credentials.

Step 1b: Alternatively

You may access the disclosure to be reviewed directly from My Inbox. The tiles will inform you which of the Departmental Reviews require your attention

See also: eCOI+ My Inbox (Department Reviewer) Quick Guide

Step 2: Select the disclosure

disclosures to review.

Select the appropriate tile to display the list of

ID Link:	Update to Sandy Doe (pi)'s disclosures 7.22.2024 🗹 🕇 1a						
Subject:	Update to Sandy Doe (pi)'s disclosures 7.22.2024						
[You are receiving this email because Sandy Doe (pi) has submitted a disclosure related to the institutional responsibilities. To review and approve the disclosure, please follow the instruction below:						
	1. Go to Update to Sandy Doe (pi)'s disclosures 7.22.2024						
	Login using your Rutgers NETID and Password Read through the disclosure to ensure that there are no ethical or financial conflicts of						
	interest (ht	tps://uec.rutger	s.edu)				
My Inbox	Certificati	ons in Progress	Completed Certifications	Upcoming Meetings	Past Meetings		
1b	ox						
Your inb	ox will consist o	of items requiring a	ction. Items will only appear in	your inbox when they ar	e specifically waiting for	you	
submiss	ion. However, yo	u can always view t	he status of any certification rec	ard by clicking the "Certific	cations in Progress" tab	b.	
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To beg	in, click on th	e Create Annu	al Certification option or	the left. This messa	age will disappear u	ipor	
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eCOI+Department Reviewer Quick Guide



Step 3: Review the information in the workspace

See also: eCOI+ Disclosure Workspace (Department **Reviewer**) Quick Guide

Step 4: Review the information in the forms

Most of the information will be summarized in the disclosure workspace

See also: eCOI+ Disclosure Workspace (Department **Reviewer**) Quick Guide

However, the forms may also be reviewed for additional information or specific responses to questions.



eCOI+Department Reviewer Quick Guide



Step 5: Complete your review

Complete the review by selecting Submit Departmental Review. The options available are:

- Select Approve Disclosures to complete your review and indicate no further review is required
- Select Request Clarifications by Discloser to send the submission back to the discloser

This option will require additional review once the discloser has provided the additional information and resubmitted for review

Select Forward for Further Review to send the submission to the compliance office

This option will forward the disclosure to the Ethics Office (and/or) the Office for Research depending upon the form responses for further review.

Current State	
Departmental Review	Submit Departmental Review
My Current Actions View Submission View Differences	Submit Departmental Review Executing this action indicates your review of the submission. • Select "Approve Disclosures" to complete your review, ar • Select "Request Clarifications by Discloser" to send the : • Select "Forward for Further Review" to send the submiss Please provide any additional comments below: • Determination:
Printer Version	Approve Disclosures Request Clarifications by Discloser
Submit Departmental Review Submit Departmental Review Change Listed Supervisor or Dept Log Private Comment Send Email to Discloser	Comments:
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Department Reviewer

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