

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

Select the appropriate tile to display the list of disclosures to review.

Action Required: Disclosures are ready for your review

ID Link: [Update to Sandy Doe \(pi\)'s disclosures 7.22.2024](#) 

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 their institutional responsibilities. To review and approve the disclosure, please follow the instructions below:

1. Go to [Update to Sandy Doe \(pi\)'s disclosures 7.22.2024](#) 
2. Login using your Rutgers NetID and Password
3. Read through the disclosure to ensure that there are no ethical or financial conflicts of interest (<https://uec.rutgers.edu>)

My Inbox Certifications in Progress Completed Certifications Upcoming Meetings Past Meetings Unde

 **1b** ox

Your inbox will consist of items requiring action. Items will only appear in your inbox when they are specifically waiting for your resp submission. However, you can always view the status of any certification record by clicking the "Certifications in Progress" tab.

ACTION REQUIRED:

PLEASE READ: Your Annual Certification is Due.
To begin, click on the **Create Annual Certification** option on the left. This message will disappear upon sub

Submission Details for Discloser

First Name	Last Name	Last Submission Date	Annual Due Date
Betty	Doe		

Pending Items - Items requiring action

Click on the boxes below to view the pending items. Refresh your browser to update results.



Search Results

My Pending Dept Reviews - Disclosures

Filter by  ID  

ID	Name	Discloser First Name	Discloser Last Name	Requires Ethics Office Review	Req Offic
DC00319915	Update to Sandy Doe (pi)'s disclosures 7.22.2024	Sandy	Doe (pi)	yes	no

1 items page 1 of 1

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Step 3: Review the information in the workspace

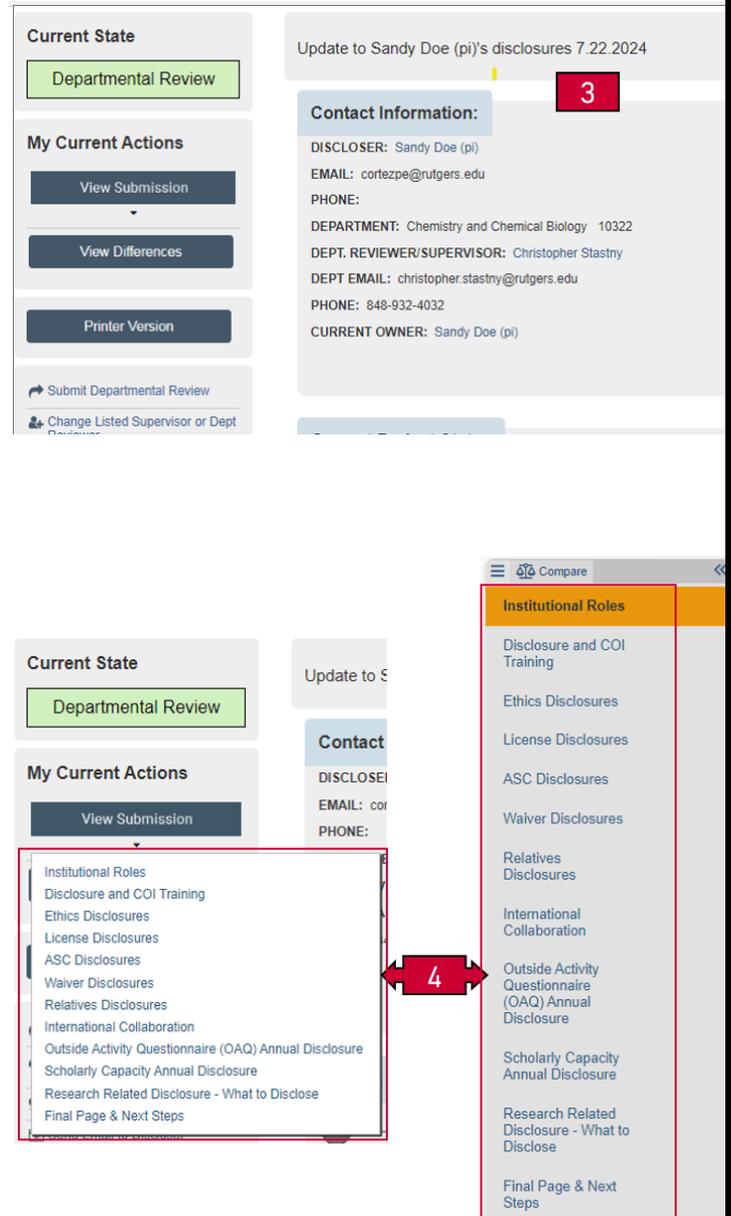
See also: [eCOI+ Disclosure Workspace \(Department Reviewer\) Quick Guide](#)

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.



Current State
Departmental Review

My Current Actions
View Submission
View Differences
Printer Version
Submit Departmental Review
Change Listed Supervisor or Dept

Update to Sandy Doe (pi)'s disclosures 7.22.2024

Contact Information: 3
DISCLOSER: Sandy Doe (pi)
EMAIL: cortezpe@rutgers.edu
PHONE:
DEPARTMENT: Chemistry and Chemical Biology 10322
DEPT. REVIEWER/SUPERVISOR: Christopher Stastny
DEPT EMAIL: christopher.stastny@rutgers.edu
PHONE: 848-932-4032
CURRENT OWNER: Sandy Doe (pi)

Current State
Departmental Review

My Current Actions
View Submission

Contact
DISCLOSER:
EMAIL: co
PHONE:

Institutional Roles
Disclosure and COI Training
Ethics Disclosures
License Disclosures
ASC Disclosures
Waiver Disclosures
Relatives Disclosures
International Collaboration
Outside Activity Questionnaire (OAQ) Annual Disclosure
Scholarly Capacity Annual Disclosure
Research Related Disclosure - What to Disclose
Final Page & Next Steps

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Institutional Roles
Disclosure and COI Training
Ethics Disclosures
License Disclosures
ASC Disclosures
Waiver Disclosures
Relatives Disclosures
International Collaboration
Outside Activity Questionnaire (OAQ) Annual Disclosure
Scholarly Capacity Annual Disclosure
Research Related Disclosure - What to Disclose
Final Page & Next Steps

Step 5: Complete your review

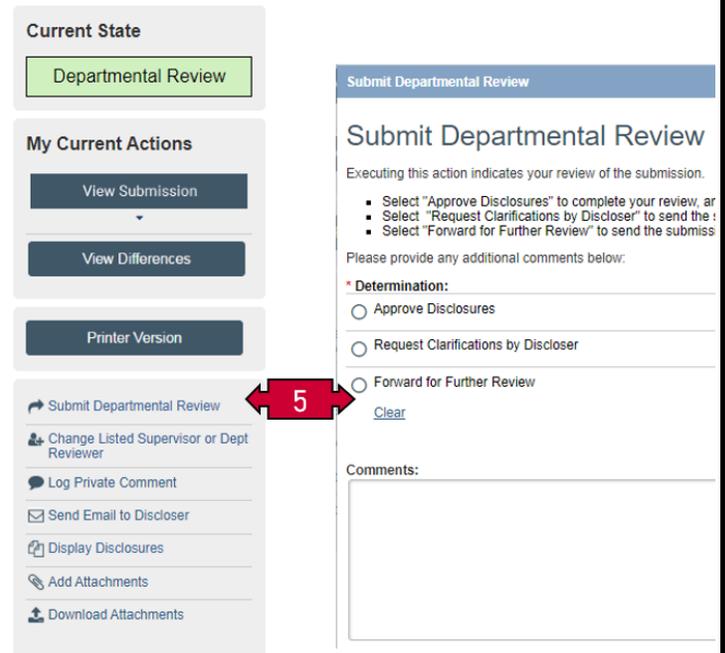
Complete the review by selecting Submit Departmental Review. The options available are:

- 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.



The screenshot displays the 'Current State' as 'Departmental Review'. Under 'My Current Actions', there are buttons for 'View Submission', 'View Differences', and 'Printer Version'. A red arrow with the number '5' points to the 'Submit Departmental Review' button in the 'My Current Actions' list. To the right, the 'Submit Departmental Review' form is visible, showing instructions and radio button options for 'Approve Disclosures', 'Request Clarifications by Discloser', and 'Forward for Further Review'. A 'Clear' button is also present below the options.

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

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