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.
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.
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.

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](#)