

# eCOI+ Disclosure Workspace (Dept. Rev.) Quick Guide

The screenshot shows the eCOI+ Disclosure Workspace interface. Callout 1 points to the 'Current State' dropdown menu, which is currently set to 'Departmental Review'. Callout 2 points to the 'My Current Actions' sidebar, which includes buttons for 'View Submission', 'View Differences', and 'Printer Version', as well as a list of actions like 'Submit Departmental Review' and 'Change Listed Supervisor or Dept Reviewer'. Callout 3 points to the disclosure title 'Update to Sandy Doe (pi)'s disclosures 7.22.2024' and the 'Type: Disclosure Update ID#: DC00319915'. Callout 4 points to the 'Contact Information' section, which lists details for the discloser (Sandy Doe) and the reviewer (Christopher Stastny). Callout 5 points to the 'Discloser Information' section, which includes submission type, date, roles, and job duties. Callout 6 points to the 'Current Project Status' progress bar, which shows the stages: Draft, Department Review (current), Ethics Office Review, Office for Research Review, and Review Complete. Below the progress bar is a navigation menu with tabs for Summary, History, Ethics Office Review, SCAD, Change Log, Research Disclosures Admin Info, and Attachments. A 'Requirements for Departmental Review' section is also visible at the bottom.

<p>1. Current State/Current Project Status</p>	<p>Where the disclosure is (<b>Current State</b>) in the review process (<b>Current Project Status</b>)</p> <p>See also: <a href="#">eCOI+ Workflow and States Quick Guide</a> See also: <a href="#">eCOI+ Terminology Quick Guide</a></p>	
<p>2. My Current Actions</p>	<p>Submit Departmental Review</p>	<p>Use this action to do one of the following:</p> <ul style="list-style-type: none"> <li>• Complete your review and indicate that no further review is required.</li> <li>• Send the submission back to the discloser.</li> <li>• Send the submission to the compliance office.</li> </ul>
	<p>Change Listed Supervisor or Dept Reviewer</p>	<p>If you have been incorrectly identified as the reviewer, you may update it to the correct individual here</p>
	<p>Log Private Comment</p>	<p>Add a comment that is visible only to you and the Office for Research</p>
	<p>Send Email to Discloser</p>	<p>Initiate a communication with the discloser via eCOI+</p>
	<p>Display Disclosures</p>	<p>Display a list of Research based disclosures</p>
	<p>Add Attachments</p> <p>Download Attachments</p>	<p>Upload documents in support of the disclosure</p> <p>Download all documents related to the disclosure</p>
<p>3. Disclosure ID</p>	<p>eCOI+ reference and display title for the disclosure</p>	

4. Contact Information	Contact information for the discloser	
5. Discloser Information	Summarization of disclosers roles, duties and any existing management plans	
6. Additional Information	Summary	Summary of information about the disclosure
	History	List of actions taken for this disclosure
	Ethics Office Review	Summary of information for review by the Ethics Office (if appropriate)
	SCAD	List of Scholarly Capacity Annual Disclosure for review by the Ethics Office if appropriate)
	Change Log	List of any changes made to the disclosure record after it has been prepared and submitted for review.
	Research Disclosures Admin Info	Related research disclosures (if applicable)
	Attachments	Documents uploaded in support of the disclosure

### 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](#)