

eCOI+ Disclosure Certification Workspace Quick Guide



The screenshot shows the eCOI+ Disclosure Certification Workspace interface. At the top, there are navigation tabs: My Inbox, Home, and COI Submissions (which is highlighted). Below these are sub-tabs: COI Submissions, COI Meetings, and COI Reports. The main content area is titled "Update to Sandy Doe (pi)'s disclosures 6.27.2024".

Numbered callouts point to the following elements:

- 1:** Current State (Draft)
- 2:** My Current Actions (Start/Edit Submission)
- 3:** My Activities (Submit for Review, Add Attachments, Withdraw)
- 4:** System messages (WARNING: Your disclosure certification is not yet submitted...)
- 5:** Discloser Information (Update to Sandy Doe (pi)'s disclosures 6.27.2024, Type: Disclosure Update ID#: DC003)
- 6:** Contact Information (DISCLOSER: Sandy Doe (pi), EMAIL: cortezpe@rutgers.edu, PHONE: DEPARTMENT: Chemistry and Chemical Biology 10322, DEPT. REVIEWER/SUPERVISOR: DEPT EMAIL: PHONE: CURRENT OWNER: Sandy Doe (pi))
- 7:** Discloser Information (SUBMISSION TYPE: Disclosure Update, DATE SUBMITTED: ROLES: There are no items to display, RUTGERS JOB DUTIES: PORTFOLIO BASED MANAGEMENT PLAN: PROJECT BASED MANAGEMENT PLAN:)
- 8:** Current Project Status (Draft, In Review, Under Management Plan, Complete)
- 9:** Notes to Discloser (To prepare for completing this form, you will be asked about interest in the following categories:)

<p>1. Current State of disclosure</p>	<p>The current state of the disclosure. This will change depending on the actions taken and where it is currently in the workflow. It may also be seen in the workflow diagram (#8 below).</p> <p>See also: eCOI+ Workflow and States Quick Guide See also: eCOI+ Terminology Quick Guide</p>
<p>2. Current Actions</p>	<p>View/Edit the disclosure based on the project state (#1 above).</p>
<p>3. My Activities</p>	<p>Actions you can take based on the project state (#1 above).</p>
<p>4. System messages</p>	<p>Informational messages pertaining to your disclosure.</p>
<p>5. Discloser Information</p>	<p>Information provided on overall discloser and submission information</p>



6. Contact information	Discloser's contact information.	
7. Discloser Information	Summary information about the discloser and type of disclosure.	
8. Workflow diagram	A depiction of where your disclosure is in the review process	
9. Additional Information	Disclosures	A certification that has been created
	History	List of actions made to disclosure certification record
	Discloser Certification History	Overall overview of every disclosure that has been filled out on the persons behalf
	My Disclosures	All active disclosure certifications
	SCAD	Scholarly Capacity Annual Disclosure (SCAD)
	Attachments	Supporting documentation

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](#)