

eCOI+ Research Initiated Certification Quick Guide

Research Certifications are initiated through Research and Sponsored Programs (RAPSS+) or Human Subjects Participation (eIRB+) related to the activity (Award or IRB respectively). An email communication will be received requesting that you update your certification.

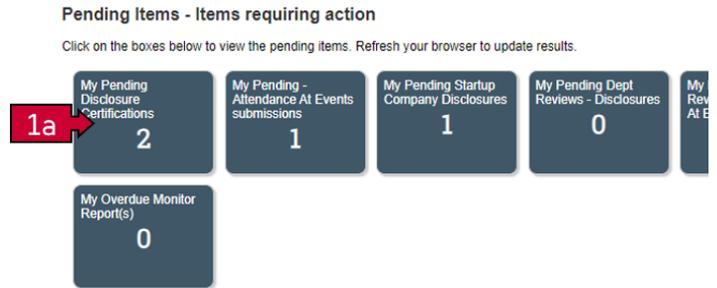
Step 1: Select the Research Initiated Update to Complete

Goto **My Inbox** and select **My Pending Disclosure Certifications** to display the list of certifications that need to be completed and submitted for review.

See also: [eCOI+ My Inbox Workspace Quick Guide](#)

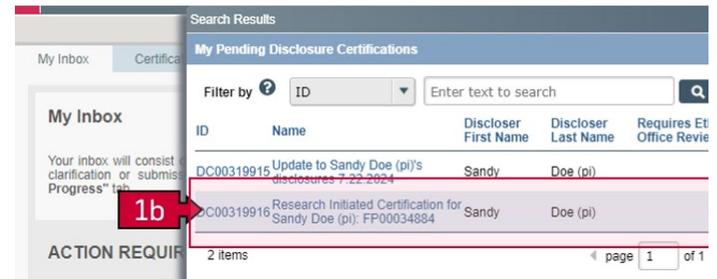
Alternatively

Click the link from the email that was sent informing you that a certification needs completion



Pending Items - Items requiring action
Click on the boxes below to view the pending items. Refresh your browser to update results.

My Pending Disclosure Certifications	My Pending - Attendance At Events submissions	My Pending Startup Company Disclosures	My Pending Dept Reviews - Disclosures	My Rev At E
2	1	1	0	
My Overdue Monitor Report(s)				
0				



Search Results
My Pending Disclosure Certifications

Filter by ID Enter text to search

ID	Name	Discloser First Name	Discloser Last Name	Requires Et Office Revie
DC00319915	Update to Sandy Doe (pi)'s disclosures 7.22.2024	Sandy	Doe (pi)	
DC00319916	Research Initiated Certification for Sandy Doe (pi): FP00034884	Sandy	Doe (pi)	

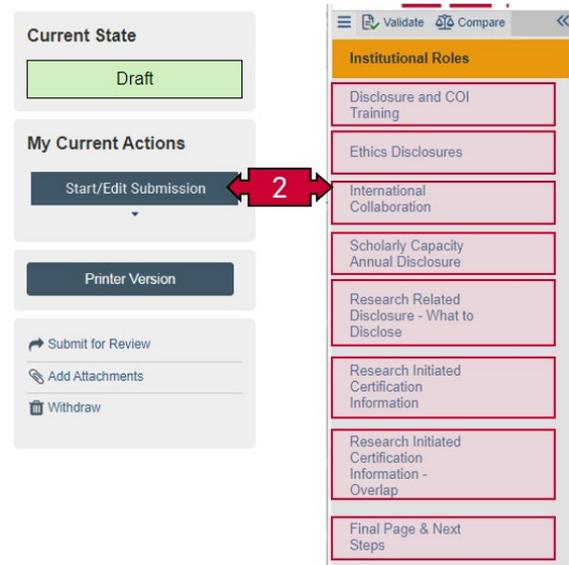
ACTION REQUIRED 2 items page 1 of 1

Step 2: Complete the Research Initiated Disclosure Certification forms

The disclosure workspace will be displayed

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

Select **Start/Edit Submission** to begin completing the forms.



Current State
Draft

My Current Actions
Start/Edit Submission
Printer Version

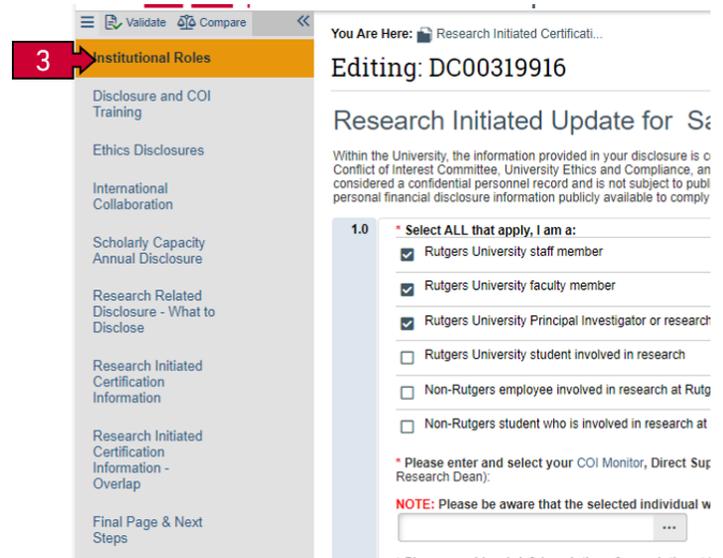
Submit for Review
Add Attachments
Withdraw

Institutional Roles

- Disclosure and COI Training
- Ethics Disclosures
- International Collaboration
- Scholarly Capacity Annual Disclosure
- Research Related Disclosure - What to Disclose
- Research Initiated Certification Information
- Research Initiated Certification Information - Overlap
- Final Page & Next Steps

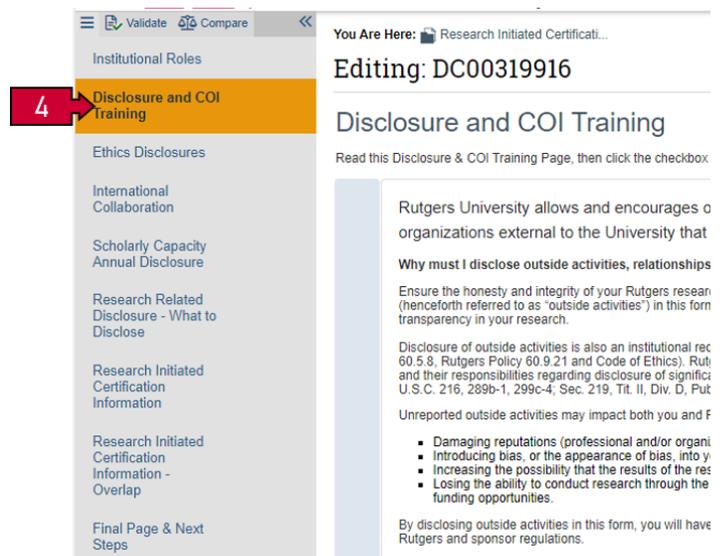
Step 3: Institutional Roles

Provide the information for each of the fields as requested.



Step 4: Disclosures and COI Training

Provide the information for each of the fields as requested.



Step 5: Ethics Disclosures

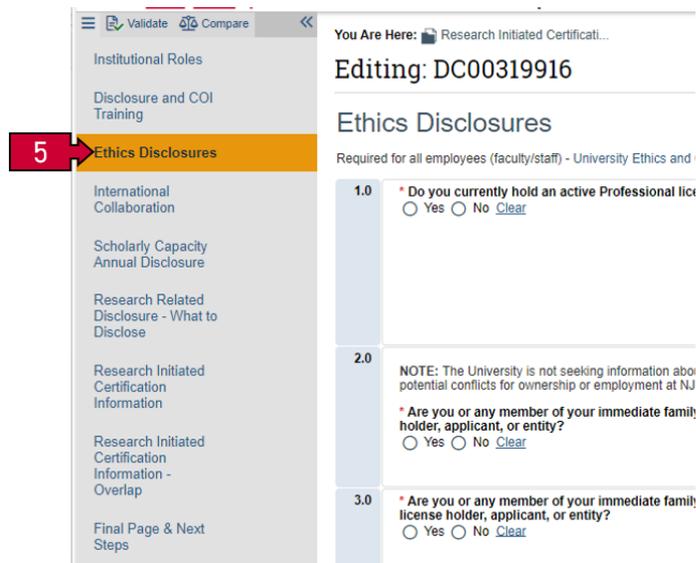
This section asks questions to identify any type of conflict you may have with your position at Rutgers; some questions include:

- asking if you or a family member hold any interest in a casino or cannabis entity
- whether another family member also works at Rutgers (and whether you supervise them)
- whether you work any other job other than your position at Rutgers.

Step 6: International Collaboration

This section asks questions pertaining to any type of affiliation a discloser may have to an international entity or institution. For example:

- a Faculty member teaches at a foreign university and receives payment
- a Staff member works part-time for a Canadian company.



5 → Ethics Disclosures

You Are Here: Research Initiated Certificati...
Editing: DC00319916

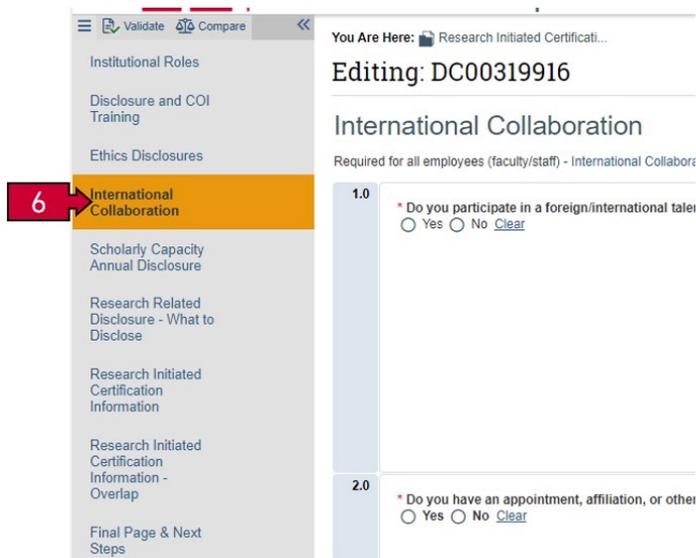
Ethics Disclosures

Required for all employees (faculty/staff) - University Ethics and

1.0 * Do you currently hold an active Professional lic
 Yes No [Clear](#)

2.0 NOTE: The University is not seeking information abou
potential conflicts for ownership or employment at NJ
* Are you or any member of your immediate famil
holder, applicant, or entity?
 Yes No [Clear](#)

3.0 * Are you or any member of your immediate famil
license holder, applicant, or entity?
 Yes No [Clear](#)



6 → International Collaboration

You Are Here: Research Initiated Certificati...
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International Collaboration

Required for all employees (faculty/staff) - International Collabor

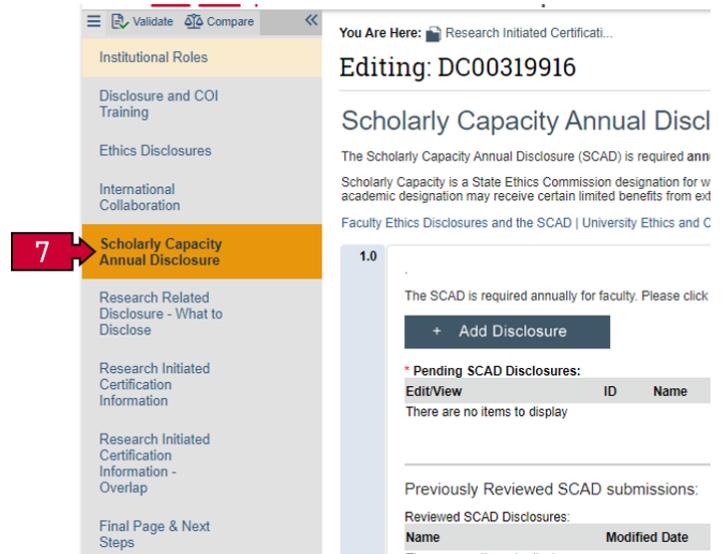
1.0 * Do you participate in a foreign/international tale
 Yes No [Clear](#)

2.0 * Do you have an appointment, affiliation, or other
 Yes No [Clear](#)

Step 7: Scholarly Capacity Annual Disclosure

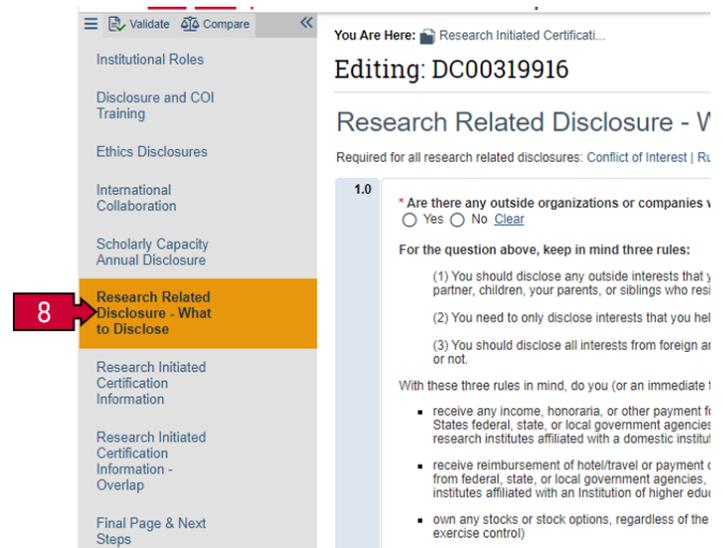
This section ONLY applies to Faculty and asks questions about:

- any events attended,
- benefits received,
- financial compensation received within their “scholarly capacity” as a Rutgers faculty member.



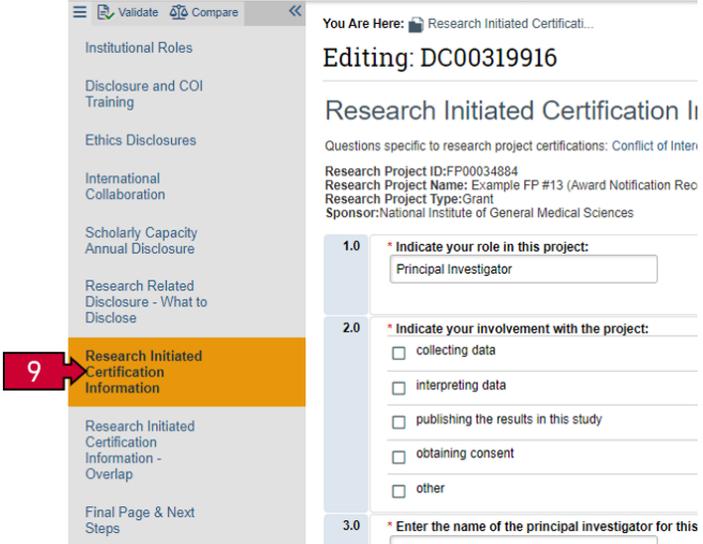
Step 8: Research Related Disclosure – What to Disclose

Provide the information for each of the fields as requested.



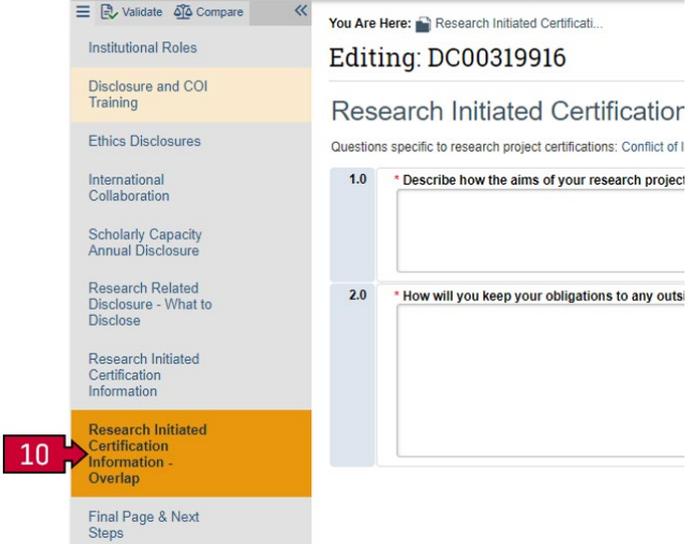
Step 9: Research Initiated Certification Information

Provide the information for each of the fields as requested.



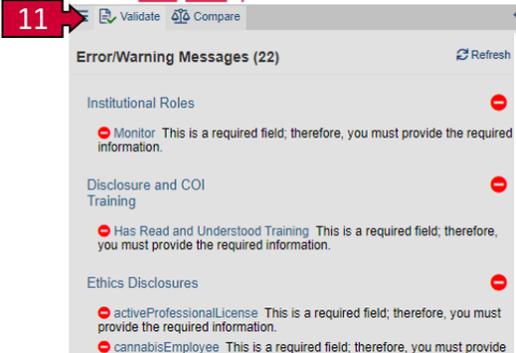
Step 10: Research Initiated Certification Information - Overlap

Provide the information for each of the fields as requested.



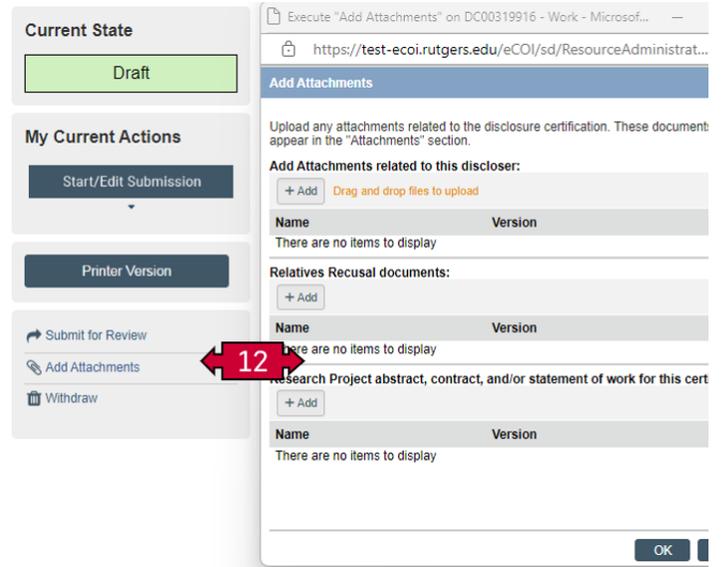
Step 11: Validation

Once you have completed all the previous fields, you may validate the forms to identify any errors or missing/incomplete information.



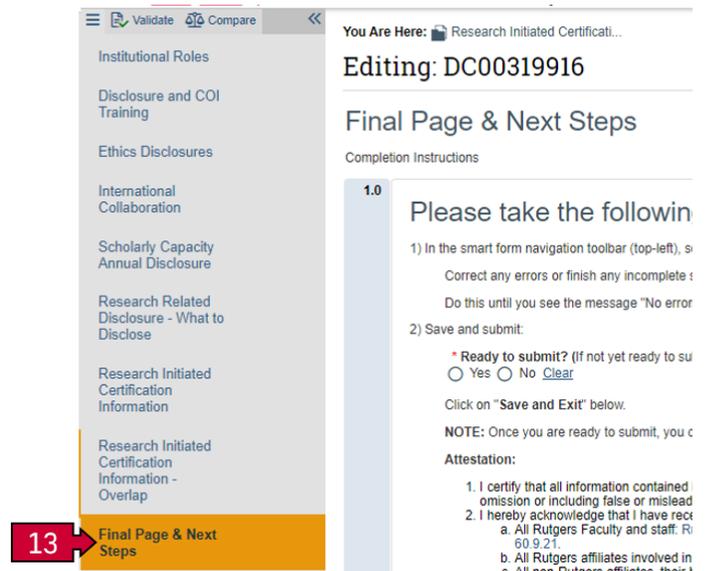
Step 12: Upload Supporting documentation

If appropriate and/or requested, you may upload additional documents in this section.



Step 13: Final Page and Next Steps

Follow the Completion Instructions shown in this section.



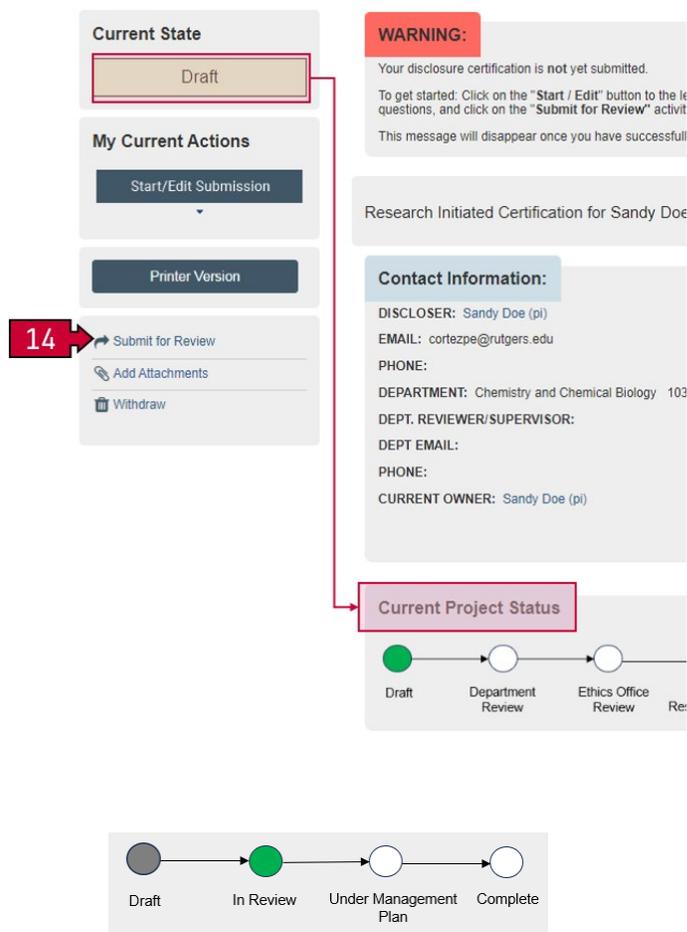
Step 14: Submit for Review

Final step. The disclosure workspace will be displayed

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

Step 15: Follow the Progress

Check the **Current Project Status** to follow the progress of the certification during the review process.



The screenshot displays the eCOI+ interface. On the left, under 'My Current Actions', the 'Submit for Review' button is highlighted with a red box and a red arrow labeled '14'. To the right, a 'WARNING' message states: 'Your disclosure certification is not yet submitted. To get started: Click on the "Start / Edit" button to the left of the questions, and click on the "Submit for Review" button. This message will disappear once you have successfully submitted your disclosure certification.' Below the warning, the user's name 'Sandy Doe' is shown. The 'Contact Information' section lists: DISCLOSER: Sandy Doe (pi), EMAIL: cortezpe@rutgers.edu, PHONE: (blank), DEPARTMENT: Chemistry and Chemical Biology 103, DEPT. REVIEWER/SUPERVISOR: (blank), DEPT EMAIL: (blank), PHONE: (blank), and CURRENT OWNER: Sandy Doe (pi). At the bottom, the 'Current Project Status' section shows a workflow diagram with four stages: Draft (green circle), Department Review (white circle), Ethics Office Review (white circle), and Re: (white circle). A second, larger workflow diagram below it shows: Draft (grey circle), In Review (green circle), Under Management Plan (white circle), and Complete (white circle).

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](#)