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.

**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.
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.
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.

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