

Pending Items - Items requiring action

RUTGERS UNIVERSITY Office for Research

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.



~

😑 🕄 Validate 🖧 Compare

Institutional Roles

3

----

You Are Here: 🕋 Research Initiated Certificati.

Editing: DC00319916

#### Disclosure and COI Training Research Initiated Update for Sa Ethics Disclosures Within the University, the information provided in your disclosure is o Conflict of Interest Committee, University Ethics and Compliance, an considered a confidential personnel record and is not subject to publ personal financial disclosure information publicly available to complu-International Collaboration 1.0 \* Select ALL that apply, I am a: Step 3: Institutional Roles Scholarly Capacity Annual Disclosure Rutgers University staff member Rutgers University faculty member Research Related Provide the information for each of the fields as Disclosure - What to Disclose Rutgers University Principal Investigator or research requested. Rutgers University student involved in research Research Initiated Certification Information Non-Rutgers employee involved in research at Rutg Non-Rutgers student who is involved in research at **Research Initiated** Certification Please enter and select your COI Monitor, Direct Sur Research Dean): Overlap NOTE: Please be aware that the selected individual w Final Page & Next Steps \* Dioaco provido a brief description of your duties at l 🗮 🔁 Validate 🐴 Compare ~ You Are Here: 🕋 Research Initiated Certificati... Institutional Roles Editing: DC00319916 Disclosure and COI 4 Training **Disclosure and COI Training** Ethics Disclosures Read this Disclosure & COI Training Page, then click the checkbox International Collaboration Rutgers University allows and encourages o Step 4: Disclosures and COI Training organizations external to the University that Scholarly Capacity Annual Disclosure Why must I disclose outside activities, relationships Ensure the honesty and integrity of your Rutgers resear (henceforth referred to as "outside activities") in this forn transparency in your research. Research Related Disclosure - What to Provide the information for each of the fields as Disclose requested. Disclosure of outside activities is also an institutional rec 60.5.8, Rutgers Policy 60.9.21 and Code of Ethics). Rut and their responsibilities regarding disclosure of signific: U.S.C. 216, 289b-1, 299c-4, Sec. 219, Tit. II, Div. D, Put Research Initiated Certification Information Unreported outside activities may impact both you and F Damaging reputations (professional and/or organi Introducing bias, or the appearance of bias, into y Increasing the possibility that the results of the res Losing the ability to conduct research through the funding opportunities. Research Initiated Certification Information -Overlap By disclosing outside activities in this form, you will have Rutgers and sponsor regulations. Final Page & Next



# **RUTGERS UNIVERSITY** Office for Research

#### 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.

|   | Institutional Roles  | You Are<br>Edit  | You Are Here: Research Initiated Certificati<br>Editing: DC00319916   |  |  |
|---|--|--|---|--|--|
| _ | Disclosure and COI<br>Training   |  | Ethics Disclosures  |  |  |
| 5 | Ethics Disclosures   | Required   | Required for all employees (faculty/staff) - University Ethics and  |  |  |
|   | International<br>Collaboration   | 1.0  | Do you currently hold an active Professional lice     Yes O No Clear  |  |  |
|   | Scholarly Capacity<br>Annual Disclosure  |  |   |  |  |
|   | Research Related<br>Disclosure - What to<br>Disclose   |  |   |  |  |
|   | Research Initiated<br>Certification  | 2.0  | NOTE: The University is not seeking information abo<br>potential conflicts for ownership or employment at NJ  |  |  |
|   | Research Initiated<br>Certification  |  | <ul> <li>Are you or any member of your immediate famil<br/>holder, applicant, or entity?</li> <li>Yes No Clear</li> </ul>   |  |  |
|   | Overlap<br>Final Page & Next   | 3.0  | * Are you or any member of your immediate famil<br>license holder, applicant, or entity?  |  |  |
|   | <u> </u>   |  |   |  |  |
|   | 는 العاملية المراجعة العاملية المراجعة المراجع | < You Are<br>Edit:   | Here: Research Initiated Certificati  |  |  |
|   |  | <ul> <li>You Are</li> <li>Edit:</li> <li>Inter</li> </ul>                                | Here: Research Initiated Certificati<br>ing: DC00319916<br>mational Collaboration   |  |  |
|   | Ethics Disclosures   | You Are<br>Edit:<br>Inter<br>Required  | Here: Research Initialed Certificati<br>ing: DC00319916<br>mational Collaboration   |  |  |
| 5 | Validate    A Compare     Institutional Roles     Disclosure and COI     Training     Ethics Disclosures     International     Collaboration   | You Are<br>Edit:<br>Inter<br>Required  | Here: Research Initiated Certificati  Ing: DC00319916  Thational Collaboration  I for all employees (faculty/staff) - International Collabor  * Do you participate in a foreign/international tale O Yes O No Clear           |  |  |
| 5 | Validate    Compare     Institutional Roles     Disclosure and COI     Training     Ethics Disclosures     International     Collaboration     Scholarly Capacity     Annual Disclosure  | You Are<br>Edit:<br>Inter<br>Required<br>1.0   | Here: Research Initiated Certificati<br>ing: DC00319916<br>mational Collaboration<br>I for all employees (faculty/staff) - International Collabor<br>* Do you participate in a foreign/international tale<br>Yes No Clear     |  |  |
| 5 | EN Validate On Compare Institutional Roles Disclosure and COI Training Ethics Disclosures International Collaboration Scholarly Capacity Annual Disclosure Research Related Disclosure - What to Disclose  | You Are<br>Edit:<br>Inter<br>Required<br>1.0   | Here: Research Initiated Certificati<br>ing: DC00319916<br>mational Collaboration<br>for all employees (faculty/staff) - International Collabor<br>* Do you participate in a foreign/international tale<br>Yes No Clear       |  |  |
| 5 | Ethics Disclosure and COI Training Ethics Disclosures International Collaboration Scholarly Capacity Annual Disclosure Research Related Disclosure - What to Disclose Research Initiated Certification Information   | <ul> <li>You Are</li> <li>Edit:</li> <li>Inter</li> <li>Required</li> <li>1.0</li> </ul> | Here: Research Initiated Certificati<br>ing: DC00319916<br>mational Collaboration<br>I for all employees (faculty/staff) - International Collabor<br>• Do you participate in a foreign/international tale<br>O Yes O No Clear |  |  |
| 5 | Validate    Compare     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 -     Overlan   | You Are<br>Edit:<br>Inter<br>Required<br>1.0   | Here: Research Initiated Certificati<br>ing: DC00319916<br>mational Collaboration<br>for all employees (facuity/staff) - International Collabor<br>* Do you participate in a foreign/international tale<br>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.

| 😑 🕄 Validate 🐴 Compare 🛛 🐇  | You Are Here: Research Initiated Certificati   |  |  |  |
|---|--|--|--|--|
| Institutional Roles   | Editing: DC00319916  |  |  |  |
| Disclosure and COI<br>Training  | Scholarly Capacity Appual Disc   |  |  |  |
| Ethics Disclosures  | The Scholarly Capacity Annual Disclosure (SCAD) is required an   |  |  |  |
| International   | Scholarly Capacity is a State Ethics Commission designati<br>academic designation may receive certain limited benefits   |  |  |  |
| Collaboration   | Faculty Ethics Disclosures and the SCAD   University Ethics and  |  |  |  |
| Scholarly Capacity<br>Annual Disclosure   | 1.0  |  |  |  |
| Research Related<br>Disclosure - What to<br>Disclose  | The SCAD is required annually for faculty. Please clic<br>+ Add Disclosure   |  |  |  |
| Research Initiated<br>Certification<br>Information  | Pending SCAD Disclosures:     Edit/View ID Name     There are no items to display.   |  |  |  |
| Research Initiated<br>Certification<br>Information -<br>Overlap   | Previously Reviewed SCAD submissions:  |  |  |  |
|   | Reviewed SCAD Disclosures:   |  |  |  |
| nal Page & Next<br>eps  | Name Modified Date   |  |  |  |
| <u> </u>  |  |  |  |  |
| E R Validate ₫ Compare 《  | You Are Here: Research Initiated Certificati<br>Editing: DC00319916  |  |  |  |
| E Dy Validate Di Compare 《  | You Are Here:  Presearch Initiated Certificati Editing: DC00319916 Presearch Polated Disclosure  |  |  |  |
| Validate      Area Compare  | You Are Here: Research Initiated Certificati<br>Editing: DC00319916<br>Research Related Disclosure -   |  |  |  |
| Validate  | You Are Here: Research Initiated Certificati<br>Editing: DC00319916<br>Research Related Disclosure - Y<br>Required for all research related disclosures: Conflict of Interest  |  |  |  |
| Institutional Roles Disclosure and COI Training Ethics Disclosures International Collaboration  | You Are Here: Research Initiated Certificati<br>Editing: DC00319916<br>Research Related Disclosure -<br>Required for all research related disclosures: Conflict of Interest [<br>1.0<br>* Are there any outside organizations or companie<br>O Yes O No Clear  |  |  |  |
| Validate <u>of</u> Compare  K Stitutional Roles isclosure and COI aining thics Disclosures ternational ollaboration cholarly Capacity nual Disclosure   | You Are Here: Research Initiated Certificati<br>Editing: DC00319916<br>Research Related Disclosure -<br>Required for all research related disclosures: Conflict of Interest [<br>1.0<br>* Are there any outside organizations or companie<br>O Yes O No Clear<br>For the question above, keep in mind three rules:   |  |  |  |
| Validate  | You Are Here: Research Initiated Certificati<br>Editing: DC00319916<br>Research Related Disclosure -<br>Required for all research related disclosures: Conflict of Interest [<br>1.0<br>* Are there any outside organizations or companie<br>O Yes O No Clear<br>For the question above, keep in mind three rules:<br>(1) You should disclose any outside interests the<br>partner, children, your parents, or siblings who re   |  |  |  |
| Validate Di Compare  Nativitional Roles Disclosure and COI Fraining  Ethics Disclosures International Collaboration Scholarly Capacity Annual Disclosure Research Related Disclosure - What Disclose  | You Are Here: Research Initiated Certificati<br>Editing: DC00319916<br>Research Related Disclosure -<br>Required for all research related disclosures: Conflict of Interest [<br>1.0<br>* Are there any outside organizations or companie<br>> Yes O No Clear<br>For the question above, keep in mind three rules:<br>(1) You should disclose any outside interests the<br>partner, children, your parents, or siblings who ro<br>(2) You need to only disclose interests that you for the companies of the company of the company. |  |  |  |
| Validate Compare Validate Compare Validate Compare Validate Collisining validate Collisining validate Collisining validate Collisional validation validat | You Are Here: Research Initiated Certificati<br>Editing: DC00319916<br>Research Related Disclosure -<br>Required for all research related disclosures: Conflict of Interest [<br>1.0<br>* Are there any outside organizations or companie<br>> Yes > No Clear<br>For the question above, keep in mind three rules:<br>(1) You should disclose any outside interests that you I<br>(3) You should disclose all interests from foreign<br>or not.  |  |  |  |
| Validate  | You Are Here:      Research Initiated Certificati Editing: DC00319916 Research Related Disclosure - Required for all research related disclosures: Conflict of Interest [  |  |  |  |
| Validate  | You Are Here:      Research Initiated Certificati Editing: DC00319916 Research Related Disclosure - Required for all research related disclosures: Conflict of Interest [  |  |  |  |
| Validate O Compare  Situtional Roles Disclosure and COI Fraining  Ethics Disclosures International Collaboration Scholarly Capacity Annual Disclosure Research Related Disclosure - What Disclosure Research Initiated Collaction Information Research Initiated Collaction Commation Control Collaction Commation Control Collaction Commation Control Collaction Control Collaction Commation Control Collaction Control Collaction Collaction Collaction Control Collaction Collactio | You Are Here: Research Initiated Certificati<br>Editing: DC00319916<br>Research Related Disclosure -<br>Required for all research related disclosures: Conflict of Interest [<br>10<br>* Are there any outside organizations or companie<br>> Yes > No Clear<br>For the question above, keep in mind three rules:<br>(1) You should disclose any outside interests that<br>partner, children, your parents, or siblings who r<br>(2) You need to only disclose interests that you<br>(3) You should disclose all interests from foreign<br>or not.<br>With these three rules in mind, do you (or an immedia<br>• receive any income, honoraria, or other paymer<br>states federal, state, or local government agenci<br>institutes affiliated with a dimestic inst   |  |  |  |



#### 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.

|    | = ا€, Validate مَلَهُ Compare «   |   |  |  |  |  |  |
|----|---|---|--|--|--|--|--|
|    | Institutional Roles   | You Are   | Here: Research Initiated Certificati   |  |  |  |  |
|    | Di la la la col   | Edit  | Editing: DC00319916<br>Research Initiated Certification II   |  |  |  |  |
|    | Disclosure and COI<br>Training  | Res   |  |  |  |  |  |
|    | Ethics Disclosures  | Questions specific to research project certifications: Conflict of Inter- |  |  |  |  |  |
|    | International<br>Collaboration  | Researc<br>Researc<br>Researc<br>Sponso                                   | Research Project ID:FP00034884<br>Research Project Name: Example FP #13 (Award Notification Rec<br>Research Project Type:Crant<br>Sponsor:National Institute of General Medical Sciences |  |  |  |  |
|    | Scholarly Capacity<br>Annual Disclosure   | 1.0   | * Indicate your role in this project:<br>Principal Investigator  |  |  |  |  |
|    | Research Related<br>Disclosure - What to  |   |  |  |  |  |  |
|    | Disclose<br>Research Initiated  | 2.0   | Indicate your involvement with the project:     collecting data  |  |  |  |  |
| 9  | Certification<br>Information  |   | interpreting data  |  |  |  |  |
|    | Research Initiated  |   | publishing the results in this study   |  |  |  |  |
|    | Certification<br>Information -  |   | obtaining consent  |  |  |  |  |
|    | Overlap   |   | other  |  |  |  |  |
|    | Final Page & Next<br>Steps  | 3.0   | * Enter the name of the principal investigator for this  |  |  |  |  |
|    |   |   | 101-B (-)  |  |  |  |  |
|    | = D. Validate AA Compare  | "   | -  |  |  |  |  |
|    |   | You A   | Are Here: 🕋 Research Initiated Certificati   |  |  |  |  |
|    | Institutional Roles   | Ed  | Editing: DC00319916  |  |  |  |  |
|    | Disclosure and COI<br>Training  |   | Research Initiated Certificatior   |  |  |  |  |
|    | Ethics Disclosures  | Ques  | stions specific to research project certifications: Conflict of I  |  |  |  |  |
|    | International<br>Collaboration  | 1.  | 0 * Describe how the aims of your research project   |  |  |  |  |
|    | Scholarly Capacity<br>Annual Disclosure   |   |  |  |  |  |  |
|    | Research Related<br>Disclosure - What to<br>Disclose  | 2.  | 0 • How will you keep your obligations to any outs   |  |  |  |  |
|    | Research Initiated<br>Certification<br>Information  |   |  |  |  |  |  |
| 10 | Research Initiated<br>Certification<br>Information -  |   |  |  |  |  |  |
|    | Overlap   |   |  |  |  |  |  |
|    | Final Page & Next<br>Steps  |   |  |  |  |  |  |
|    |   |   |  |  |  |  |  |
|    |   |   |  |  |  |  |  |
|    | Validate 🖧 Company  | e   | *  |  |  |  |  |
|    | Error/Warning Message   | es (22)   | C Refresh  |  |  |  |  |
|    | Institutional Roles   |   | •  |  |  |  |  |
|    | <ul> <li>Monitor This is a required field; therefore, you must provide the required<br/>information.</li> </ul>   |   |  |  |  |  |  |
|    | Disclosure and COI<br>Training  |   | •  |  |  |  |  |
|    | Has Read and Understood Training This is a required field; therefore, you must provide the required information.  |   |  |  |  |  |  |
|    | Ethics Disclosures  |   | •  |  |  |  |  |
|    | <ul> <li>activeProfessionalLicense This is a required field; therefore, you must<br/>provide the required information.</li> <li>cranchicEmptones This is a required field; therefore, you must provide</li> </ul> |   |  |  |  |  |  |
|    | the required 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.

| Current State               |                                     | Execute "Add Attachments" on DC00319916 - Work - Microsof — |  |  |  |  |
|-----------------------------|-------------------------------------|---|--|--|--|--|
|                             | Draft                               | https://test-ecoi.rutgers.edu/eCOI/sd/ResourceAdministrat   |  |  |  |  |
|                             | Dian                                | Add Attachm   | ents   |  |  |  |
| My Curre                    | ent Actions                         | Upload any at appear in the                                 | attachments related to the disclosure certification. These document:<br>e "Attachments" section. |  |  |  |
| Start                       | /Edit Submission                    | Add Attachm   | nents related to this discloser:   |  |  |  |
| otart                       | •                                   | + Add Dr  | ag and drop  | files to upload  |  |  |
|                             |                                     | Name  | iteme te di  | Version  |  |  |
|                             | vinter Version                      | Deletion De   | o items to display   |  |  |  |
| Printer Version Relatives R |                                     |   | ≩cusal documents:  |  |  |  |
| Submit for Review     Name  |                                     |   | Version  |  |  |  |
|                             |                                     | 2 Pere are no   | o items to display   |  |  |  |
| Multith draw                |                                     | search Pro  | oject abstra   | act, contract, and/or statement of work for this cert  |  |  |
| Withdrav                    | ,<br>,                              | + Add   |  |  |  |  |
|                             |                                     | Name  |  | Version  |  |  |
|                             |                                     | There are no  | items to di  | splay  |  |  |
|                             |                                     |   |  |  |  |  |
|                             |                                     |   |  |  |  |  |
|                             |                                     |   |  | ок   |  |  |
|                             |                                     |   |  |  |  |  |
|                             |                                     |   |  |  |  |  |
|                             | E Validate D Compare «              |   | You Are Here: 📸 Research Initiated Certificati   |  |  |  |
|                             |                                     |   |  |  |  |  |
|                             | inducation at 10000                 |   | Editing: DC00319916  |  |  |  |
|                             | Disclosure and COI                  |   |  |  |  |  |
|                             | riannig                             |   | Final Page & Next Steps  |  |  |  |
| Ethics Disclosures          |                                     |   | Complet  | ion Instructions   |  |  |
|                             | International                       |   | 1.0  |  |  |  |
|                             | Collaboration                       |   |  | Please take the followin   |  |  |
|                             | Scholarly Capacity                  |   |  | 1) In the smart form navigation toolbar (top-left), s  |  |  |
|                             | Annual Disclosure                   |   |  | Correct any errors or finish any incomplete s  |  |  |
|                             | Research Related                    |   |  | Do this until you see the message "No error  |  |  |
|                             | Disclosure - What to<br>Disclose    |   |  | 2) Save and submit:  |  |  |
|                             | Research Initiated                  |   |  | * Ready to submit? (If not yet ready to su<br>Ves O No <u>Clear</u>  |  |  |
|                             | Information                         |   |  | Click on "Save and Exit" below.  |  |  |
|                             |                                     |   |  | NOTE: Once you are ready to submit, you c  |  |  |
|                             | Research Initiated<br>Certification |   |  | Attestation:   |  |  |
|                             | Information -                       |   |  | 1. I certify that all information contained  |  |  |
|                             | Ovenap                              |   |  | omission or including false or mislead<br>2. I hereby acknowledge that I have rece                         |  |  |
| 13                          | Final Page & Next<br>Steps          |   |  | <ul> <li>All Rutgers Faculty and staff: Ri 60.9.21.</li> <li>All Rutgers affiliates involved in</li> </ul> |  |  |



14

### **RUTGERS UNIVERSITY** Office for Research

#### 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**

- <u>eCOI+ Terminology Quick Guide</u>
- 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

<u>eCOI+ Department Reviewer Quick Guide</u> <u>eCOI+ My Inbox (Department Reviewer) Quick Guide</u> <u>eCOI+ Disclosure Workspace (Department Reviewer) Quick Guide</u>