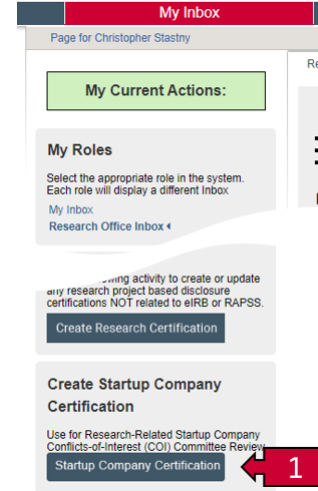


# eCOI+ Startup Company Certification Quick Guide

If you are forming a startup company that will be collaborating with Rutgers, fill out this certification.

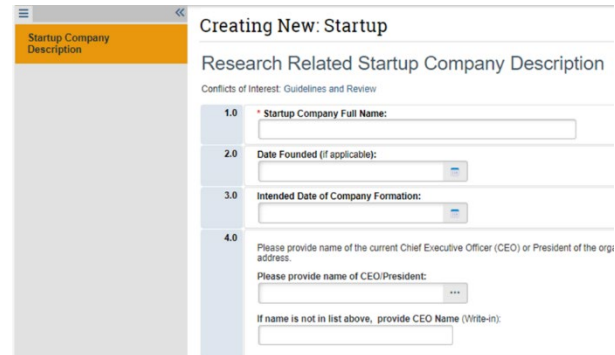
## Step 1: Create the Startup Company Certification

From My Inbox, click the Create Startup Company Certification button.



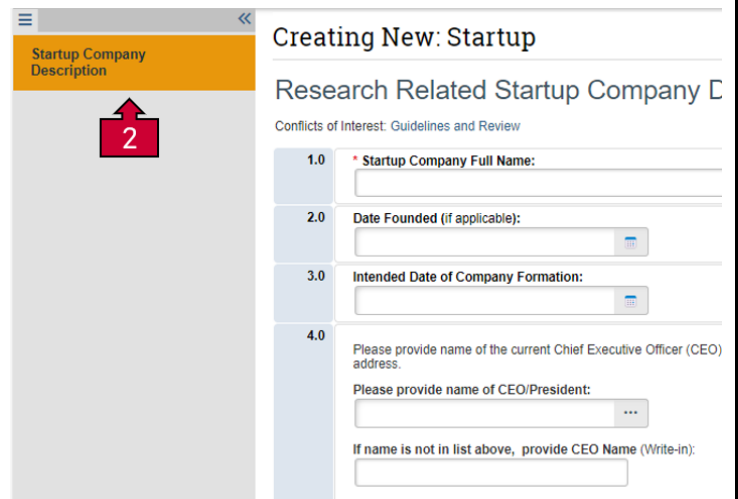
You will be presented with a blank Startup Company record.

Please fill out this certification with the information for your startup company.



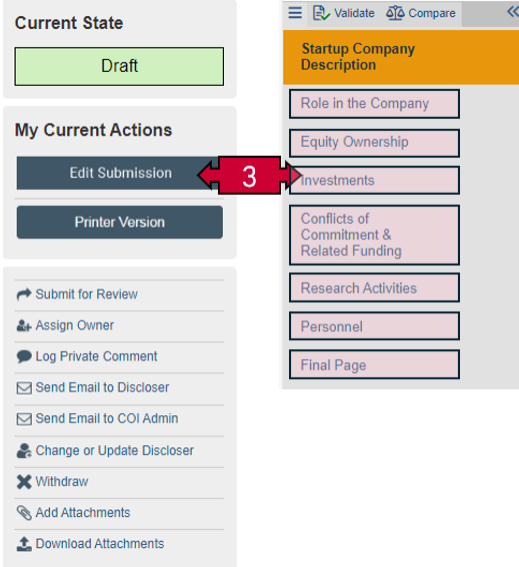
## Step 2: Startup Company Description

Provide the information for each of the fields as requested.



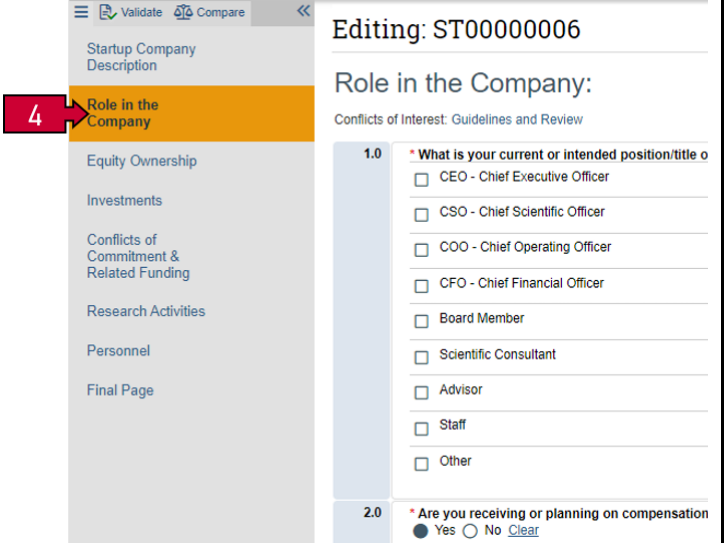
## Step 3: Complete the remaining Smartforms

Provide the information for each of the fields as requested.  
Once the initial Smartform page has been completed and saved, all remaining Smartform pages will be displayed.



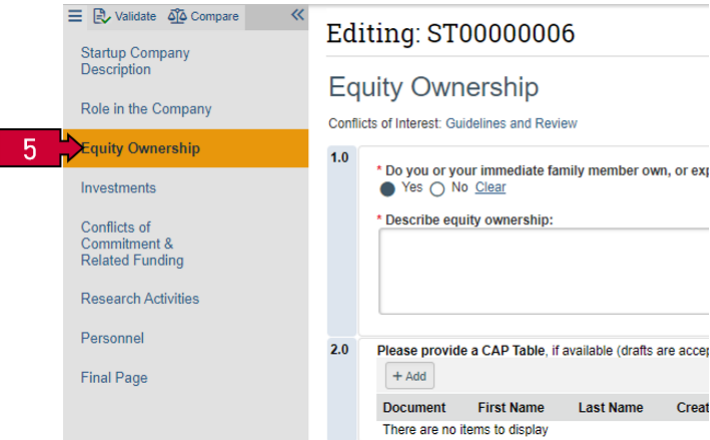
## Step 4: Role in Company

Provide the information for each of the fields as requested.



## Step 5: Equity Ownership

Provide the information for each of the fields as requested.



Editing: ST00000006

### Equity Ownership

Conflicts of Interest: Guidelines and Review

1.0 \* Do you or your immediate family member own, or expect to own, any equity in the company?  
 Yes  No [Clear](#)

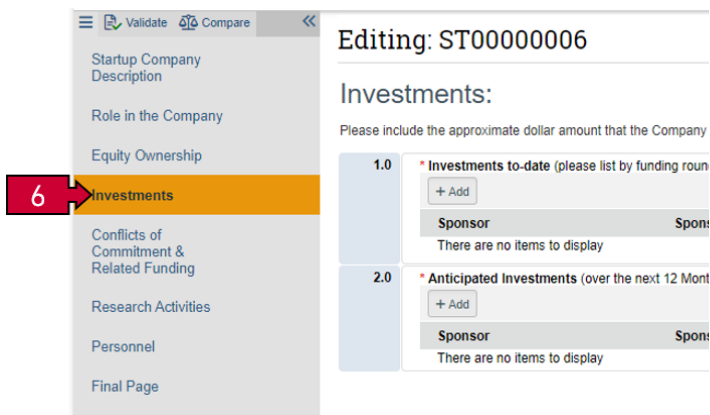
\* Describe equity ownership:

2.0 Please provide a CAP Table, if available (drafts are accepted)  
[+ Add](#)

Document	First Name	Last Name	Create
There are no items to display			

## Step 6: Investments

Provide the information for each of the fields as requested.



Editing: ST00000006

### Investments:

Please include the approximate dollar amount that the Company

1.0 \* Investments to-date (please list by funding round)  
[+ Add](#)

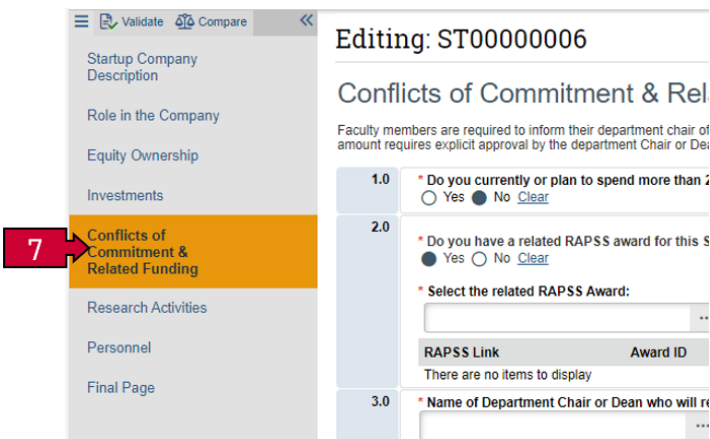
Sponsor	Sponsor
There are no items to display	

2.0 \* Anticipated Investments (over the next 12 Months)  
[+ Add](#)

Sponsor	Sponsor
There are no items to display	

## Step 7: Conflict of Commitment & Related Funding

Provide the information for each of the fields as requested.



Editing: ST00000006

### Conflicts of Commitment & Related Funding

Faculty members are required to inform their department chair of any potential conflict of interest. An amount requires explicit approval by the department Chair or Dean.

1.0 \* Do you currently or plan to spend more than \$10,000 on any activity that is not directly related to your research?  
 Yes  No [Clear](#)

2.0 \* Do you have a related RAPSS award for this startup?  
 Yes  No [Clear](#)

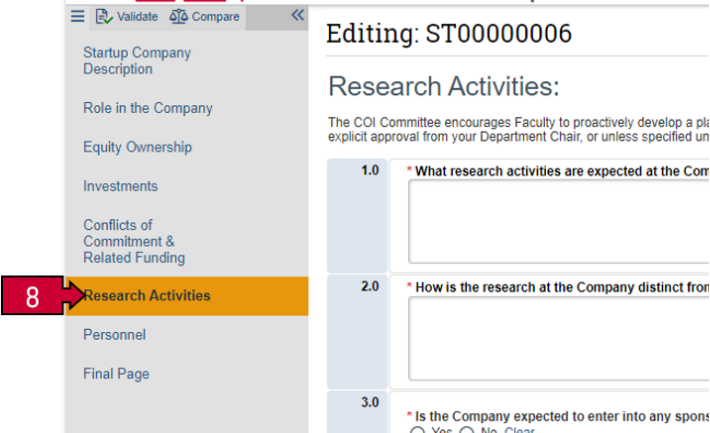
\* Select the related RAPSS Award:

RAPSS Link	Award ID
There are no items to display	

3.0 \* Name of Department Chair or Dean who will review this conflict:

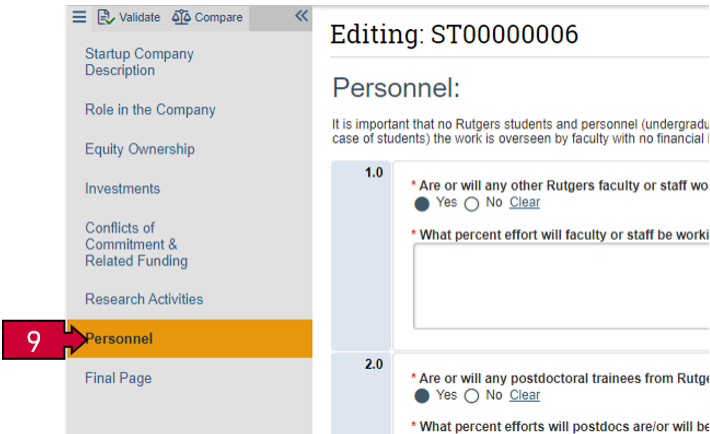
## Step 8: Research Activities

Provide the information for each of the fields as requested.



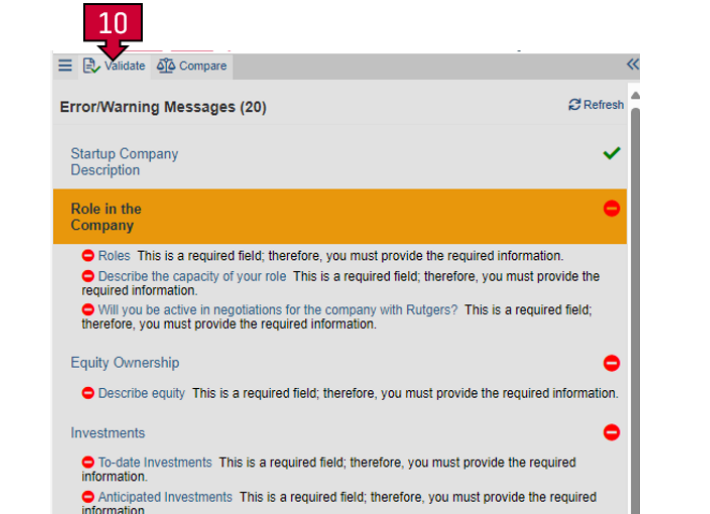
## Step 9: Personnel

Provide the information for each of the fields as requested.



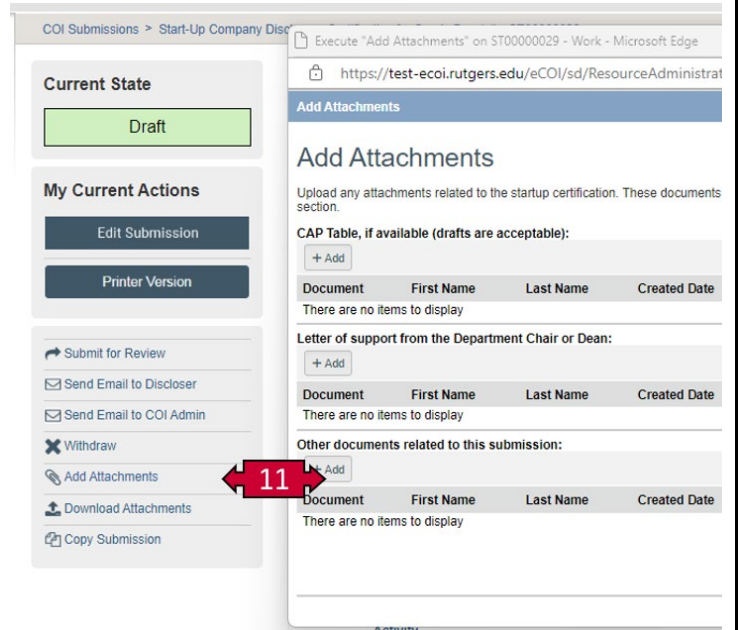
## Step 10: Validation

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



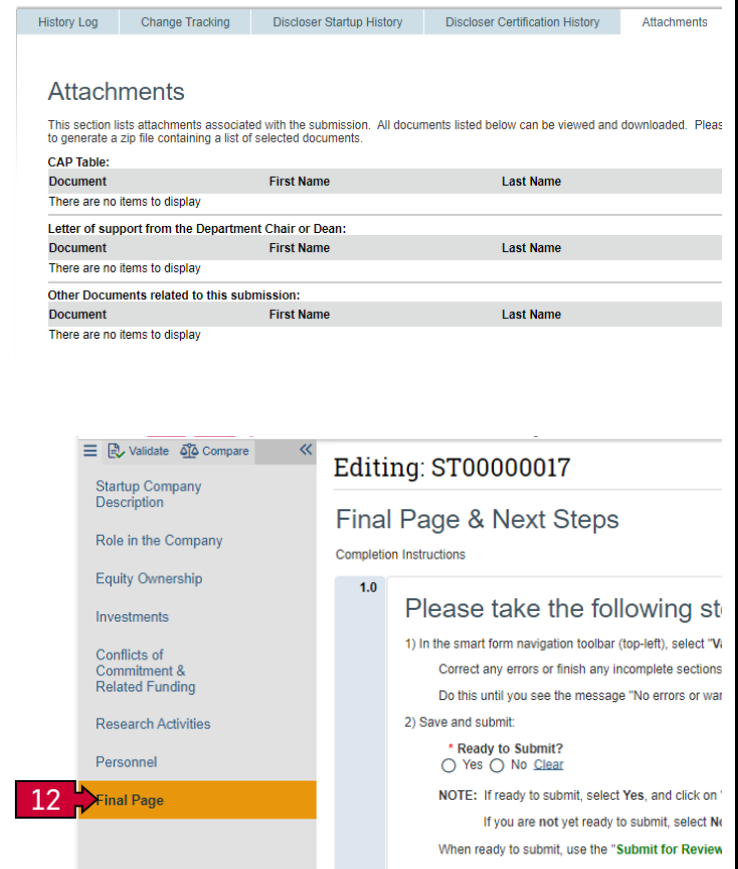
## Step 11: Upload supporting documentation

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



## Step 12: Finalize & Submit

Follow the completion instructions to finalize and submit your certification.

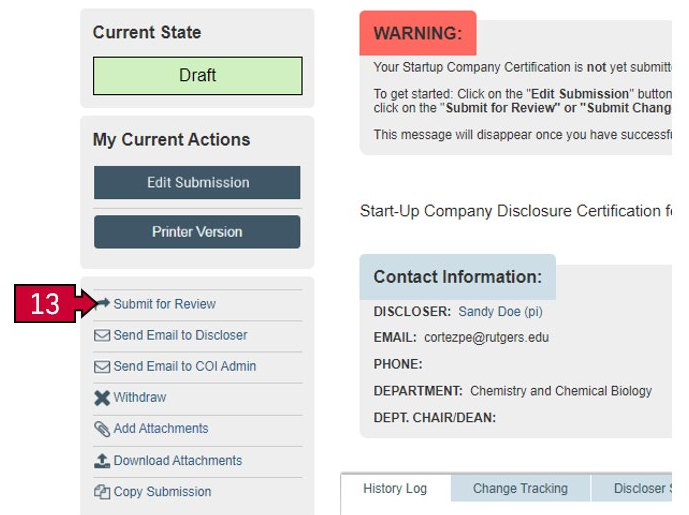


## Step 13: Submit for Review

Final Step

## Step 14: Follow the progress

You may follow the progress of the project at any time by going to the main workspace and viewing accompanying diagram.



**Current State**

Draft

**My Current Actions**

Edit Submission

Printer Version

**13** → Submit for Review

Send Email to Discloser

Send Email to COI Admin

Withdraw

Add Attachments

Download Attachments

Copy Submission

**WARNING:**

Your Startup Company Certification is not yet submitted. To get started: Click on the "Edit Submission" button, click on the "Submit for Review" or "Submit Change" button.

This message will disappear once you have successfully submitted your Startup Company Certification for review.

Start-Up Company Disclosure Certification for Review

**Contact Information:**

DISCLOSER: Sandy Doe (pi)

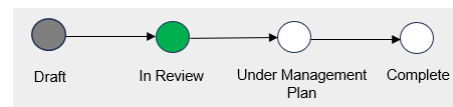
EMAIL: cortezpe@rutgers.edu

PHONE:

DEPARTMENT: Chemistry and Chemical Biology

DEPT. CHAIR/DEAN:

History Log | Change Tracking | Discloser



## 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](#)