

Terminology	Description					
My Inbox	The Inbox consists of items requiring action. Items will only appear in your dashboard when they are specifically waiting for your response, clarification, or submission. However, you can always view the status of all items by selecting the <b>Certifications in Progress</b> tab from <b>My Inbox</b> or going to the main menu bar and selecting <b>COI Submissions</b> , respectively. See also: <u>eCOI+ My Inbox Quick Guide</u>					
	My Inbox	Home COI Submissions				
	Page for Sandy Doe (pr)	My Inbox Certifications in Progress Completed Certifications	Profile			
	My Current Actions	My Inbox	My Profile			
	Update/Edit Certifications	Your inbox will consist of items requiring action. Items will only appear in your inbox when they are specifically waiting for your response, clarification or submission. However, you can always view the status of any certification record by clicking the "Certifications in Progress" tab.	Name Sandy Doe (pi)'s Profile Q			
	Use this activity for updating your certifications Edit My Certification	ACTION REQUIRED:	Recently Viewed Projects			
	Annual Contifications	PLEASE READ: Your Annual Certification is Due. To begin, click on the Create Annual Certification option on the left. This message will disappear upon submission.	Recent Pinned			
	Annual Certifications		AAE00000336: Attenda0000336			
	on the Create Annual Certification button below:	Submission Details for Discloser	DC00319911: Annuali) 🖈			
	East my certification	Notes	DC00319910: Update ☆			
	Startup Company	PLEASE READ:				
	Use for Research-Related Startup Company Conflicts-of-Interest (COI) Committee Review	To begin, click on the Create Annual Certification option on the left. This message will disappear upon submission.	DProfile			
	Startup Company Certification	Pending Items - Items requiring action				
	Create Staff Attendance	Click on the boxes below to view the pending items. Refresh your browser to update results.				
	at Events - Non-Faculty	My Pending My Pending . Disclosure Attendance At Events Company Disclosures Departmental Departmental				
	As needed when attending events away from the university - 1 1 0 Reviews - Disclosures 1 0 Submissions					
	NOTE: Faculty attending events in a scholarly capacity are not required to					











Termi <u>nologv</u>	Description
Activities	Actions you can take when a record is in each state. As the disclosure advances in the workflow, different states will have different activities.
Smartforms	The questions to be completed for each disclosure type. See also: eCOI+ Create/Update/Edit Certification Quick Guide See also: eCOI+ Research Certification Quick Guide See also: eCOI+ Startup Company Certification Quick Guide See also: eCOI+ Attendance at Events Quick Guide Constitutions Constitutions Constit



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Notifications	Emails initiated from eCOI because of an <b>activity</b> that was executed, the completion of a step in the <b>workflow,</b> or initiated by the project team, specialist, or contract manager.				
Validations	Validate the smartforms to identify errors and incomplete questions. Sometimes, the validations are performed automatically as you advance from form to form, informing you of an issue that needs to be resolved.				
	Error/V hing Messages (9)	Editing: AAE00000336			
	Type of Event This is a required field; therefore, you must provide the required information	Event Information			
	Decation(City/State) This is a required field; therefore, you must provide the required information. Page   University Ethics and Compliance   Rutgers University   Rutgers				
	Sponsor/Host Octails	1.0 * Enter the name of the vent:			
	Monitor This is a required field; therefore, you must provide the required information.	2.0 * Type of Event:			
	<ul> <li>Sponsor Interested Party This is a required field; therefore, you must provide the required information.</li> </ul>	Award Ceremony			
	Speaker at event This is a required field; therefore, you must provide the required information.	○ Conference			
	Out of State Travel Required This is a required field; therefore, you must provide the required information.	⊖ Fundraiser			
	Sponsor is Nonprofit Organization This is a required field; therefore, you must provide the required information.	O Meeting			
	Is sponsor government agency This is a required field; therefore, you must provide the required information.	⊖ Seminar			
	Cost Breakdown 🗸	Symposium			
	Final Page & Next	O Training Course			
	Steps <ul> <li>Ready to submit This is a required field; therefore, you must provide the required</li> </ul>	Other Clear			
	information.				



#### **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