# RUTGERS eCOI+ DEPARTMENTAL REVIEWER/COI MONITOR QUICK REFERENCE GUIDE

## HOW TO LOG INTO eCOI

Go to: ecoi.rutgers.edu

Enter your Rutgers NetID Username and Password

Click Log In to enter the site.

## REVIEWING DISCLOSURES

1. Log into the eCOI+ website **or** click on the link provided in the email sent to you.
2. Under **"My Current Actions"** you have three main options for viewing the submission:
   - **View Submission**: This will allow you to view the disclosure each page at a time.
   - **Printer Version**:  This will allow you to view the entire disclosure as a single page.
   - **View Differences**:  This will allow you to view any different versions if they exist.
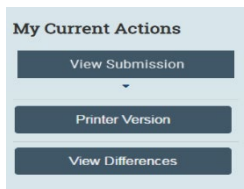


## SUBMITTING DEPARTMENTAL REVIEW OPTIONS

**Forward for Further Review**:  This will allow you to send the submission to the compliance office.

**Approve Disclosures**:  This will allow you to complete your review and indicate that no further review is required.

**Request Clarifications by Discloser**: This will allow you to send back to the discloser.

*See below on steps for Requesting Changes to a Disclosure*

## REQUESTING CHANGES TO A DISCLOSURE

If you identify anything in the submission that requires follow up with the discloser, do the following: "**Submit Departmental Review**" and hit the" **Request Clarifications by Discloser"** option. When you submit this form, the discloser will be notified that changes are required to the disclosure certification application before you approve it.

Submit Departmental Review

**While you are waiting for the discloser's response:**

If you have communications with the discloser (e.g. phone calls, email correspondence etc.) that should be noted in the system, you can open the disclosure and complete the **Log Private Comments** activity. Remember, these notes are tracked in the **History Log** tab and are visible to the submitter. You will receive a notification once the discloser has submitted the requested changes.

*DISCLOSURE WORKSPACE TABS*

- Summary Tab
- History Tab
- Disclosures Tab
- Private Review Information Tab

| Summary | History | Disclosures | Private Review Information | ... |

*IMPORTANT STATES THAT DISCLOSURES CAN APPEAR UNDER*

- *Draft*
- *No Review Required*
- *Departmental Review*
- *Departmental Review: Response Pending*
- *Ethics Office Review*
- *Ethics Office Review: Response Pending*
- *Denied by Ethics Office*
- *Office for Research Review*
- *Office for Research Review: Response Pending*
- *Scheduled for Meeting*
- *Meeting Complete: Response Pending*
- *Discloser Review of Plan*
- *Under Management Plan*
- *Monitor Report Overdue*
- *Management Plan Satisfied*
- *Review Complete*

CURRENT STATE:
Draft

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*WHERE TO VIEW DISCLOSURES*

Scroll down on left hand side to view disclosures

🔍 Display Disclosures