RUTGERS electronic Conflict of Interest (eCOI) System

eCOI COI Monitor Quick Reference Guide

HOW TO LOG INTO eCOI

Go to https://eCOI.Rutgers.edu

Enter your Rutgers NetID User name and Password

Click "**Log In"** to enter the site.

ACCESSING DISCLOSURE CERTIFICATIONS FOR COI MONITOR REVIEW

You can access the **Certification** from the **email notification** you received **or** you from

"**My Inbox**" when you log in directly to https://ecoi.rutgers.edu

REVIEWING DISCLOSURES

Under "**My Current Actions"** you have three main options for viewing the submission:

- **View Disclosures**: 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 different versions, if they exist.

HOW TO FORWARD TO THE COI COMMITTEE

➡ Forward to COI Committee

Forward to COI Committee: This will allow you to forward the disclosure to the COI Committee.

IF NO FURTHER REVIEW IS REQUIRED

☑ No further review required

No further review required: Click on this action when determining that additional review by the COI committee is not required.

REQUESTING CHANGES FROM THE DISCLOSER

If you identify anything in the submission that requires more information from the discloser, do the following:

Go to the Disclosure certification record, and click the **Request Changes by Monitor** activity.

⬅ Request Changes by Monitor

When you submit this form, the discloser will receive an email notification, linked to the eCOI system, that changes are required to the disclosure certification before you will approve it.

You will receive a notification once the discloser has submitted the requested changes.

While you are waiting for the discloser's response:

If you communicate with the discloser (e.g. phone calls, email correspondences etc.) outside of the eCOI system and you want to make that information part of the eCOI record, complete the **Log Comments** activity.   Those notes are tracked in the **History Log** tab and are visible to the discloser, COI administrator, and the COI Committee.

If you do not want the discloser to view your comments, complete the **Log Private Comment** activity; the COI administrator and COI Committee members will have access to those notes.

✎ Log Comment

✎ Log Private Comment

DISCLOSURE WORKSPACE

In addition, you will find tabs which will allow you to see the following:

| Summary | History | Disclosures | Disclosure Admin Info | Reviewer Notes | Discloser Certification History | Research Team Members |

- **Summary** This allows you to view a quick overview of the disclosure certification
- **History** This allows you to view all actions that have been made on the disclosure
- **Disclosures** This allows you to view details of the disclosures
- **Disclosure Admin Info** This allows you to view the administrative review information of the disclosure
- **Reviewer Notes** This allows you to view the reviewer notes that were created
- **Discloser Certification History** List all certification submitted by the discloser
- **Research Team Members** Lists all research team members on the specific project under review

DISCLOSURE WORKSPACE ACTIONS

There are additional actions which you can perform from the Disclosure workspace. You can find these on the left hand side of the workspace:

- **Create or Upload Management Plan** – Used when the COI monitor and discloser develops and submits a **proposed** management plan for consideration prior to the COI Committee's review and decision regarding a potential conflict.

- **Remove Management Plan** – Performed when the discloser no longer has a conflict of interest for the specific project; i.e., project ended, relationship with an entity no longer exists.

- **Notify Department Chair** –Performed if the COI monitor receives a request from the discloser's **Department Chair** for information regarding disclosure details for the project.

COI Monitor Review

My Current Actions
- View Disclosures
- Printer Version
- View Differences

- Forward to COI Committee
- Request Changes by Monitor
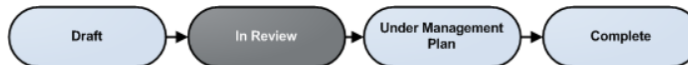- Create or Upload Management Plan
- Remove Management Plan
- Log Comment
- Log Private Comment
- No further review required
- Notify Department Chair

Type: Research Initiated Update | ID# DC00010090

| Summary | History | Disclosures | Disclosure Admin Info | Reviewer Notes | Discloser Certification History | Research Team Members |

Draft → In Review → Under Management Plan → Complete

Research Certification Instructions

You must recertify that all of your financial disclosures are up-to-date in the system because of your involvement in the following research project(

RESEARCH PROJECT ID: project id
NOTE: The above link is currently limited to eIRB submissions only

Research Project Name: abbreviated name
Project Role: PI
Project Type: Grant
PI Name: Principal Investigator
Project Description: description
Project Full Title: full t
Sponsor: sponsor

There are no items to display

Remember that you must disclose any financial interests that could be reasonably construed as related to the design, conduct, recruitment, or enr