

eCOI Research Based Certification Quick Reference Guide

A Research Certification is required to review an Investigator's disclosed interests against research funding. A Research Certification needs to be completed for any new award, continuing award with a new scope of work, and a new IRB protocol. For units that adopted the eCOI system in October 2015, a Research Certification is also required for all continuation awards (note: this process is only in effect until September 2016 and is needed to get all awards into the system).

The Research Certification is a two-step process:

1. Create the Research Certification
2. Study Team Members Complete Certification

Step 1 may be completed by the PI, study team member or a department administrator. If the Research Certification is for an IRB protocol submitted through eIRB, the eIRB system will complete Step 1 automatically.

Step 2 can only be completed by the individual. Each member of the study team (defined as an "Investigator") must complete Step 2 for the Research Certification process before an award can move forward for set-up

Please follow the steps below for Steps 1 and 2.

- **Log-in to the eCOI system:** <https://ecoi.rutgers.edu>
- **Enter your Rutgers NetID and Password**

The screenshot displays the Rutgers eCOI System login page. The browser's address bar shows the URL <https://ecoi.rutgers.edu>. The page header features the Rutgers logo and the text "electronic Conflict of Interest (eCOI) System". A "Login" link is located in the top right corner. The main content area is divided into several sections: "eCOI Information" (with links for Contact Us, Frequently Asked Questions, Login Information, and Training Material), "eCOI G&A" (with a link for Questions Regarding Conflict of Interest), and "eCOI Support" (with links for What is a conflict of interest?, Why do you need to disclose?, and Who needs to disclose?). A "CAS Login" section is prominently displayed on the right, featuring a "Rutgers NetID Login" button, which is highlighted by a blue arrow pointing from the right. The page also includes a "Contact Us" link and a "Frequently Asked Questions" link.

I. CREATING A RESEARCH INITIATED CERTIFICATION

- From the “COI Submissions” tab
- Click “My Inbox” – (*your Personal Workspace which will consist of items requiring action*)

The screenshot displays the Rutgers eCOI System interface. At the top left is the Rutgers logo and the text "RUTGERS electronic Conflict of Interest (eCOI) System Sandbox". On the right, the user is identified as "Betty Doe | My Inbox |". Below the header is a navigation bar with "eCOI | Staging Home" and "COI SUBMISSIONS" tabs. A blue arrow points to the "COI SUBMISSIONS" tab. Below the navigation bar, the text "COI Submissions" is displayed, with another blue arrow pointing to it. A "Create My Certification" button is located on the left. The main content area is titled "My COI Submissions" and contains a "Project Listing" section. This section includes a "Filter by" dropdown menu set to "ID", a search input field, and buttons for "Go", "Clear", and "Advanced". Below the filter is a table header with columns: "ID", "Name", "Project State", "Last Name", "First Name", and "Certification Type".

➤ Click “Create Research Certifications”

RUTGERS electronic Conflict of Interest (eCOI) System
Sandbox

Betty Doe | My Inbox | Logoff

eCOI | Staging Home | COI Submissions

Page for Betty Doe

My Current Actions

- Manage My Disclosures
- Create My Certification
- Research Based Certifications**
- Create Research Certifications

- My Inbox
- My Certifications in Progress
- My Completed Certifications
- Check Certification Status
- Verify Contact Information

My Inbox



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 disclosure certification records by clicking the "My Certifications in Progress" tab.

1. For **INDIVIDUAL (SELF) CERTIFICATIONS**: Click on the "Create (or Update) My Certification" option on the left. The information entered here will be retained for all future disclosure certifications.

2. For **RESEARCH BASED CERTIFICATIONS**:

- This option is for research based disclosure certifications. (i.e. grants, contracts, etc.) .
 - NOTE: Do not use this option for electronic IRB submissions. The eIRB system will generate the disclosure certification records for you.
- All previously collected data from the individual (self) certifications will display on the research based certification.
- This option will allow you to create certification records for the entire project team.
- The eCOI system will generate email notifications to each individual listed in the project with a direct link to the eCOI system. Each individual must then self-certify and electronically submit their disclosure certifications.
- To begin, click on the "Create Research Certifications" option on the left. .

Filter by		Name		Go	Clear	Advanced			
Name	Date Created	<input checked="" type="checkbox"/> Date Modified	State	First Name	Last Name	Dept	School	Type	Status

eCOI Quick Reference Guide for Research Based Certifications

- **Complete the project information template which will initiate a “Draft” research initiated certification for the entire research team. **Important Note:** If you are a member of the research team and are performing this activity, you must also insert your name in Field 1.0 “Research Team Members”.**
- **Be prepared to upload the abstract, specific aims, or IRB application which describes your project. This form cannot be saved and edited after completion.**

FOR ELECTRONIC IRB SUBMISSIONS (eIRB)

If you have an IRB, go directly to <https://eIRB.Rutgers.edu>. The eIRB system will create the financial disclosure records upon initial submission.

If not, you may continue:

For IACUC, Previous Paper IRB Submissions, Grants, and Research Agreements: please complete the form below.

The eCOI system will create draft disclosure certificates for each individual listed below. The system will also generate email notifications for each research team member listed below.

1.0	<p>* Research Team Members:</p> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;"> <input type="button" value="Add"/> </div> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 5%;"></th> <th style="width: 15%;">First Name</th> <th style="width: 15%;">Last Name</th> <th style="width: 10%;">Dept</th> <th style="width: 40%;">Parent Organization</th> <th style="width: 15%;">E-Mail</th> <th style="width: 5%;"></th> </tr> </thead> <tbody> <tr> <td style="text-align: center;"><input type="button" value="Update"/></td> <td>Barry</td> <td>Doe</td> <td>Medicine</td> <td>Robert Wood Johnson Medical School (RWJMS)</td> <td>cortezpe@rutgers.edu</td> <td style="text-align: center;"><input type="button" value="Delete"/></td> </tr> <tr> <td style="text-align: center;"><input type="button" value="Update"/></td> <td>Betty</td> <td>Doe</td> <td>Medicine</td> <td>Robert Wood Johnson Medical School (RWJMS)</td> <td></td> <td style="text-align: center;"><input type="button" value="Delete"/></td> </tr> </tbody> </table>		First Name	Last Name	Dept	Parent Organization	E-Mail		<input type="button" value="Update"/>	Barry	Doe	Medicine	Robert Wood Johnson Medical School (RWJMS)	cortezpe@rutgers.edu	<input type="button" value="Delete"/>	<input type="button" value="Update"/>	Betty	Doe	Medicine	Robert Wood Johnson Medical School (RWJMS)		<input type="button" value="Delete"/>	<p><i>Click on the ADD button for the research team member. For team members not in the list, please have them log into eCOI.rutgers.edu. An account will be created upon initial login.</i></p> <p>NOTE: If you are part of the project team, you must include yourself in this list.</p>
	First Name	Last Name	Dept	Parent Organization	E-Mail																		
<input type="button" value="Update"/>	Barry	Doe	Medicine	Robert Wood Johnson Medical School (RWJMS)	cortezpe@rutgers.edu	<input type="button" value="Delete"/>																	
<input type="button" value="Update"/>	Betty	Doe	Medicine	Robert Wood Johnson Medical School (RWJMS)		<input type="button" value="Delete"/>																	
2.0	<p>Research Project ID (or unique identifier):</p> <input style="width: 100%;" type="text" value="Proposal Log, Award, or IRB Protocol Number here"/>	<p><i>If available, include a unique ID associated with this project.</i></p>																					
3.0	<p>* Project Name/ Short Title:</p> <input style="width: 100%;" type="text" value="Abbreviated title"/>	<p><i>This is the display title for the project. This field is limited to 100 characters</i></p>																					
4.0	<p>* PI Name:</p> <input style="width: 100%;" type="text" value="Betty Doe"/>	<p><i>Identify the full name of the principal investigator for this project.</i></p>																					
5.0	<p>* Project Sponsor:</p> <input style="width: 100%;" type="text" value="Sponsor, Inc."/>	<p><i>You can enter in more than one sponsor in this field.</i></p>																					
6.0	<p>* Application Type:</p> <input style="width: 100%;" type="text" value="Grant"/>	<p><i>Select the type of application for this project. For eIRB submissions: navigate directly to https://eIRB.Rutgers.edu. Do not use this form. The eIRB system will create financial disclosures.</i></p>																					
7.0	<p>* Project Full Title:</p> <div style="border: 1px solid #ccc; padding: 5px; min-height: 50px;"> Instructions for Creating a Draft Research Initiated Certification </div>	<p><i>Enter the full title for the project. There is a 200 character limit for this section</i></p>																					
8.0	<p>* Project Description:</p> <div style="border: 1px solid #ccc; padding: 5px; min-height: 50px;"> This research based certification is required for new awards </div>	<p><i>Enter the description for the project. There is a 200 character limit for this section</i></p>																					
9.0	<p>* Please upload the abstract or specific aims for this project:</p> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;"> <input type="button" value="Add"/> </div> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 5%;"></th> <th style="width: 60%;">name</th> <th style="width: 35%;">description</th> </tr> </thead> <tbody> <tr> <td colspan="3" style="text-align: center;">There are no items to display</td> </tr> </tbody> </table>		name	description	There are no items to display			<p><i>Please upload the abstract and specific aims, statement of work, contract, and/or research agreements, for this project.</i></p>															
	name	description																					
There are no items to display																							

II. ACCESSING AND SUBMITTING A DRAFT CERTIFICATION

- Each research team member previously listed has received an email notification with a link to the “Draft” research initiated certification for the project; the notice also includes instructions for accessing the disclosure form. Alternatively, the draft certification can be accessed directly in the system at: <https://ecoi.rutgers.edu> .
- Click “My Inbox”
- Click the link titled “Research Initiated Certification for...” which will open the certification for editing

RUTGERS electronic Conflict of Interest (eCOI) System
Sandbox

Betty Doe | My Inbox |

eCOI | Staging Home | COI Submissions

Page for Betty Doe

My Current Actions

- Manage My Disclosures
- Create My Certification
- Research Based Certifications
- Create Research Certifications

My Inbox | My Certifications in Progress | My Completed Certifications | Check Certification Status | Verify Contact Information

My Inbox

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 view the status of any disclosure certification records by clicking the "My Certifications in Progress" tab.

1. For **INDIVIDUAL (SELF) CERTIFICATIONS**: Click on the "Create (or Update) My Certification" option on the left. The information entered here will be retained for all future disclosure certifications.
2. For **RESEARCH BASED CERTIFICATIONS**:
 - This option is for research based disclosure certifications. (i.e. grants, contracts, etc.) .
 - NOTE: Do not use this option for electronic IRB submissions. The eIRB system will generate the disclosure certification records for you.
 - All previously collected data from the individual (self) certifications will display on the research based certification.
 - This option will allow you to create certification records for the entire project team.
 - The eCOI system will generate email notifications to each individual listed in the project with a direct link to the eCOI system. Each individual must then self-certify and electronically submit their disclosure certifications.
 - To begin, click on the "Create Research Certifications" option on the left. .

Filter by

Name	Date Created	Date Modified	State	First Name	Last Name	Dept	School	Type	Status
Research Initiated Certification for Betty Doe: Proposal, Award, or IRB Protocol Number here	3/11/2016 12:47 PM	3/11/2016 12:47 PM	Draft	Betty	Doe	Medicine	Robert Wood Johnson Medical School (RWJMS)	Research Initiated Update	Draft

➤ Click “Start /Edit” to begin

Note: The project information previously entered has transferred into the draft research initiated certification

COI Submissions / COI Submissions / Research Initiated Certification for Betty Doe, Proposal, Award, or IRB Protocol Number here

Draft Type: Research Initiated Update | ID# DC00010083 Discloser: [Betty Doe](#) | Phone:

My Current Actions

- Start / Edit
- Printer Version

Submit Disclosures
Log Comment
Withdraw

Disclosures History Research Team Members

Draft → In Review → Under Management Plan → Complete

DISCLOSURE CERTIFICATION NOT YET SUBMITTED
NOTE: Your disclosure certification is not yet submitted. Click on **Start/Edit** to begin filling out your certification.
Your disclosure certification **WILL NOT** be submitted for review until you complete all of the required smart form questions, and click on the “**Submit Disclosures**” activity located on the left side of your screen.
This message will disappear once you have successfully submitted this form.

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(s):

RESEARCH PROJECT ID: [Proposal, Award, or IRB Protocol Number here](#)
NOTE: The above link is currently limited to eIRB submissions only

Research Project Name: Abbreviated Title
Project Role:
Project Type: Grant
PI Name: Betty Doe
Project Description: A research based disclosure is required for new awards.
Project Full Title: How to create a Draft Research Initiated Certification
Sponsor: Sponsor, Inc.

There are no items to display

➤ Click “Continue” to navigate through the disclosure form

- ❖ All current disclosures previously submitted in the eCOI system will be transferred to every newly created certification
- ❖ You can edit the form, if applicable

RUTGERS electronic Conflict of Interest (eCOI) System
Sandbox

You Are Here: Research Initiated Certificati...

<< Back Save | Exit | Hide/Show Errors | Print... | Jump To: Institutional Responsibilities Continue >>

Edit: Disclosure Certification - DC00010083

Research Initiated Update for Betty Doe : Institutional Responsibilities

The following questions apply to all activities, inpatient or outpatient. Reference to visits at this institution include any activities at any part of this institution's properties, including hospitals, clinics, and leased office space.

1. * Do you write orders and/or prescribe items or services for patients who visit this institution?

Yes No [Clear](#)

2. * Do you influence or decide which vendor or manufacturer or service provider, supplier are chosen for purchase, lease, use or acquisition of any items or services at this institution?

Yes No [Clear](#)

If Yes, please describe your role in the decision-making or in influencing decisions:

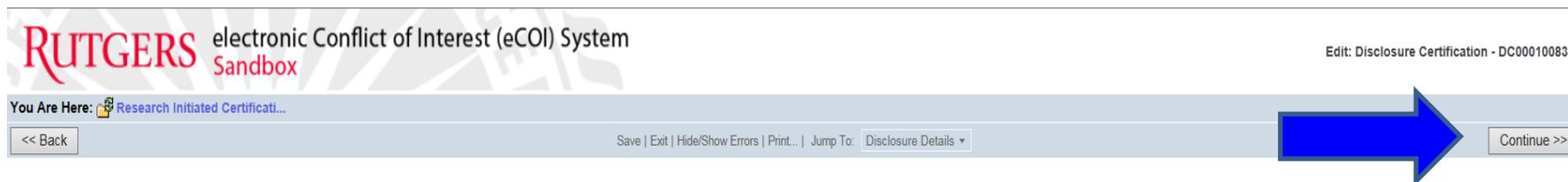
3. * Are you involved in any regulatory or policy activities on behalf of this institution?

Yes No [Clear](#)

If Yes, Which:

- ❖ **If applicable, you can disclose additional outside interests: Click “Add Disclosure” and provide all required information in the additional section(s) of the form.**

➤ **Click “Continue”**



Research Initiated Update for Betty Doe : Disclosure Details

Sponsors on Research:
There are no items to display

REQUIREMENTS: You need to disclose any financial relationship with company or organization where you or an immediate family member received remuneration or if you hold equity in said company.

Any financial interest relating to the Investigator may be related to the Investigator’s institutional responsibilities must be disclosed. This includes those of the Investigator’s spouse and dependent children). Institutional responsibilities means an Investigator’s professional responsibilities on behalf of the Institution including:

activities such as research, research consultation, teaching, professional practice, institutional committee memberships, and service on panels such as Institutional Review Boards or Data and Safety Monitoring Boards.

INSTRUCTIONS:

- On this page, you will be required to provide information on each company / external organization with which you have a financial relationship.
- If the relationship has not previously been disclosed, click on the “Add Disclosure” button.
- If the relationship has been previously disclosed, click on the “Edit” link next to the disclosure to update.



1. Disclosures Under Review:

View/Edit	Organization	Is Public Company	Relationships	Disclosure Types	Total Value	Is Significant?	Patents	Last Updated	Remove
	AbbVie Inc.	yes	Self	<ul style="list-style-type: none"> ▪ Intellectual Property Rights (License / Royalties / Patents / Copyrights / Contracts, etc) ▪ Equity (shares / options) in external company 	\$700.00	yes	yes	3/10/2016 11:44 AM	

2. Previously Reviewed Disclosures (click 'Modify' to enable editing):

Modify View	Organization	Is Public Company	Relationships	Disclosure Types	Total Value	Is Significant?	Patents?	Last Updated	Remove
	Johnson & Johnson	yes	Self	<ul style="list-style-type: none"> ▪ Reimbursements (excluding sponsored travel) 	\$212,000.00	yes	yes	3/10/2016 12:35 PM	

eCOI Quick Reference Guide for Research Based Certifications

- **NOTICE: If you have disclosed a relationship with an outside company or organization that meets the criteria for COI review, you will be required to provide additional “Research Information” to determine if there is a relatedness of your disclosure to the current project.**

- If applicable, complete the “Research Information” section of the certification

and

- “Continue”

The screenshot shows a web browser window with the URL <https://test-ecoi.rutgers.edu>. The page title is "RUTGERS electronic Conflict of Interest (eCOI) System Sandbox". The breadcrumb trail shows "You Are Here: Research Initiated Certification Information". The main heading is "Research Initiated Update for Betty Doe : Research Information". Below this, there are several sections for data entry:

- Research Project ID:** Proposal, Award, or IRB Protocol Number here
- Project Name:** Abbreviated Title
- Research Project Type:** Grant
- Sponsor:** Sponsor, Inc.
- 1. * Indicate your role in this project (i.e. Principal Investigator, Co-Investigator, Study Coordinator):** [Text input field]
- 2. * Indicate your involvement with the project:**
 - collecting data
 - interpreting data
 - publishing the results in this study
 - obtaining consent
 - other
- 3. * Name of PI on project:** Betty Doe
- 4. * Project Full Title:** How to create a Draft Research Initiated Certification
- 5. * Provide a brief summary description of this study.** A research based disclosure is required for new awards.
- 6. Please upload the abstract and specific aims, contract, and/or (for contracts or research agreements) a statement of work for this project:**

Navigation buttons include "<< Back" and "Continue >>". A blue arrow points to the "Research Information" title, and another blue arrow points to the "Continue >>" button.

III. SUBMITTING THE CERTIFICATION – (Final Page)

- At the “Assurance and Certification” page
- Click the “SUBMISSION CONFIRMATION” checkbox (*this serves as your signature*)
- Next, click the “Finish” button (*transmits for certification*)



Save | Exit | Hide/Show Errors | Print... | Jump To: Assurance and Certification ▾ Finish

Research Initiated Update for Betty Doe : Assurance and Certification

- I hereby acknowledge that I have read and understand the [Financial Conflict of Interest Policy](#).
- I affirm that the information provided is to the best of my knowledge true and complete and does not misstate any facts.
- I will provide any additional information as requested by the Conflict of Interest Committee.
- I agree to cooperate in the development of any needed *Management Plan* as required per the Federal Regulations to manage, reduce, or eliminate existing conflicts of interest related to my research. I agree to comply with the terms and conditions contained in any *Management Plan*.

Disclosures Under Review:

Organization	Disclosure Type(s)	Total Value
AbbVie Inc.	<ul style="list-style-type: none"> ▪ Intellectual Property Rights (License / Royalties / Patents / Copyrights / Contracts, etc) ▪ Equity (shares / options) in external company 	\$700.00

Reviewed Disclosures:

Organization	Disclosure Type(s)	Total Value
Johnson & Johnson	<ul style="list-style-type: none"> ▪ Reimbursements (excluding sponsored travel) ▪ Editorial compensation ▪ Sponsored Travel ▪ Intellectual Property Rights (License / Royalties / Patents / Copyrights / Contracts, etc) ▪ Equity (shares / options) in external company 	\$212,000.00

*** BEFORE YOU FINISH ***

- To save your disclosure certification for completion at a later time:
DO NOT check the confirmation box and click “Finish”
- To finalize and submit your disclosure certification for review:
DO check the confirmation box and click “Finish”

SUBMISSION CONFIRMATION:

IV. CONFIRMATION OF SUBMISSION

- You will be routed to the cover page of your certification
- The status will be one of the following:
 - No Review Required
 - COI Monitor Review
 - Administrative Review

No Review Required

My Current Actions

Printer Version

View Differences

COI Monitor Review

My Current Actions

View Disclosures

Printer Version

View Differences

Administrative Review

My Current Actions

Edit

Printer Version

View Differences

If the status is still “Draft”, you have not submitted the form. Click “Submit Disclosures” button to check an error message and complete the missing fields.

Draft

My Current Actions

Start / Edit

Printer Version

Submit Disclosures

You will be contacted if additional information is required.