eCOI COI Monitor Quick Reference Guide

HOW TO LOG INTO eCOI

Go to [https://eCOI.Rutgers.edu](https://eCOI.Rutgers.edu)

Enter your Rutgers NetID User name and Password

Click “Log In” to enter the site.

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](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.
**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**: 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.

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.
DISCLOSURE WORKSPACE

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

- **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.