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eCOI Home Page – How to Log into the eCOI system

- Click “Login Here”
- Enter your Rutgers NetID and Password
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.

You will be able to access your disclosures in the following ways:

- My Certifications in Progress tab – displays all certifications that you have created
- My Certifications Completed tab – displays all completed disclosures
- When there is an active link to data listed in the “Name” column

You will also create and edit your disclosures and certifications from your “My Inbox” page.
Creating Your Individual Disclosures

**INDIVIDUAL (SELF) DISCLOSURES:** The information entered here will be any outside financial interest or activity that requires disclosure. The information only has to be entered once; the disclosures will be retained and can be updated or retired as needed.

To begin click “Create My Disclosures”

On the next screen, click “Start / Edit”. Your disclosure is now in a “Draft” state.
You are now ready to begin the disclosure process. Answer all questions and proceed as instructed.
The “Conflict of Interest Training” course is embedded into the eCOI system.

- If you have completed training, click “Yes” and enter the date. If you do not remember the date, “Continue” and eCOI will default your training date to be 8/23/2012. Continue.

- If you have not taken Conflict of Interest training, click “No” and “Continue”; eCOI will direct to the course.
- Read the information provided to guide you through what to disclose.
- Answer the last question and click “Continue”.

Disclosure Update for Zach Doe: What to Disclose

For the question below, keep in mind three rules:

1. You should disclose any outside interests that you or an immediate family member (e.g., spouse by marriage or civil union), domestic partner, children, your parents, or siblings who reside in the same household that are relevant to your university responsibilities.

2. You need to only disclose interests that you held during the last 12 months, and

3. You should disclose all interest including interests regardless of whether you think they are relevant to the research or not.

With these three rules in mind, do you (or an immediate family member)

- receive any income, honoraria, or other payment for services, including for consulting and lectures (Exceptions are income from federal, state, or local government agencies, Institutions of higher education, academic teaching hospitals, medical centers, or research institutes affiliated with an Institution of higher education)

- receive reimbursement of hotel/travel or payment of hotel/travel by a non-governmental organization for attendance or services (except for those from federal, state, or local government agencies, Institutions of higher education, academic teaching hospitals, medical centers, or research institutes affiliated with an Institution of higher education)

- own any stocks or stock options, regardless of the amount. (This does not apply to mutual funds or retirement accounts over which you do not exercise control)

- own any part of a non-publicly traded company

- have intellectual property (e.g., patents, patent applications, copyrights, royalties, contracts, licensing and other agreements), regardless of the value

- serve as an officer or director for a company, or serve on an advisory board, or board of directors, even if uncompensated hold other employment, provide services, have relationships or hold positions, even if uncompensated

If you need further detail about the meaning of any of the above, please see guidance here.

What happens after I submit?

Rutgers is responsible for determining if the disclosure of a financial interest constitutes a Significant Financial Interest (SFI), and if so, refers to the Institutional Conflict of Interest Committee (COIC) for review. The COIC determines if the SFI disclosure is relevant to the particular research study, if it constitutes a conflict of interest or not, and issues requirements to manage, reduce or eliminate the conflict or the perception of a conflict.

Are there any outside organizations or companies with which you or an immediate family member has a relationship as described above?

- [ ] Yes
- [ ] No
- [ ] Clear
If you answer “No” to the previous question “Are there any outside organizations or companies with which you or an immediate family member has a relationship as described above?”, you are ready to certify and submit your disclosure.

Click the check box ☑ as shown below then click “Finish”. However, you have not submitted your disclosure yet, you must continue through the additional screens and will be instructed when to click “Submit”.

![Disclosure Update for Zach Doe: Assurance and Certification](image)
Adding Disclosures

If you answer “Yes” to the question “Are there any outside organizations or companies with which you or an immediate family member has a relationship as described above?”, you are required to provide information on each organization with which you have a relationship.

Click “Add Disclosure” and continue.
In the **Select the organization this disclosure is for** box, start typing the name of the organization for this disclosure. The system will find a match as you type. Click **OK**.

*If there is no match, you can manually type the name of the organization in the bottom box on this form.*

Continue to move through each form presented and provide requested information specific to your relationship with the organization selected.

**NOTE:** You must repeat this “Add Disclosures” process for **each** organization you have a relationship with.
Disclosure Summary

When you get to the end of the disclosure form, you will see a “Disclosure Summary” that captures, into a table, all the information you provided for the specific organization.

If you need to make changes, click the “Back” tab to do so.

If you are ready to finish and have no other organization to disclose, click “Finish”. However, you have not submitted your disclosure yet, you must continue through the next screens to click “Submit”.

![Disclosure Summary Image](image-url)
When you have completed the disclosures for a specific organization, you will automatically be returned to your certification form page. If you have nothing further to disclose, click “Continue” to complete the “submission” of the certification form.

However, if you need to disclosure information for a different organization, click the “Add Disclosure” tab and repeat the above steps.

![Disclosure Update for Zach Doe: Disclosure Details](image-url)
Submission - Assurance and Certification

When all your disclosures have been made and you are ready to “submit”, check the box ☑ at the bottom the form and then click “Finish”.

[Image of a screenshot of the assurance and certification form]
Disclosure Review

Your disclosure(s) submission process has been completed.

You will see one of the following states:

- No Review Required - No review required by the Conflict of Interest Committee (COIC)

- Department Review

In eCOI, the Department Reviewer (DR) is your School Research Dean or his/her designee. The DR will forward your disclosures to the COIC if they meet the requirement for additional review.

Requests for additional information/clarification will be sent to you by email via the eCOI system from the Department Review, Compliance Administrator, or a COI Committee member.
Editing Disclosures

Draft Certification

If you choose to save your submission for later and not submit for review, click “Save” and then click “Exit” on the top menu bar. This action will return the disclosure record to the main workplace “My Inbox” as a “Draft”. When you return to the eCOI system to finish, click “Start / Edit”.

Making Requested Revisions

When required to make changes to a particular section of your certification, you can use the “Jump To” tab on the menu bar to navigate to a drop-down list to show the sections you completed. Click the section and make requested changes.
Removing Individual Disclosures

At some point, you might need to remove a disclosure record from the system because your association may no longer exist. You can deactivate a disclosure record as long as the record is not in a “Review” status.

When you deactivate a disclosure record, it’s not actually removed from the system. It goes into a state called Pending Removal. The Compliance Administrator will notify your Research Dean for approval prior to removal of a disclosure.

Editing Disclosures Under Review

If a disclosure is under review and the review is in a state where you can modify it, the disclosure will appear with either “Start/Edit” or “Edit” button.

If a disclosure is under review, but the review is in a state where it is being reviewed, your submission will contain a View button next to it and you cannot make changes.
Creating “Research Certifications”

This option is for research based disclosure certifications. (i.e. grants, contracts, etc.)

- Do not use this option for electronic IRB (eIRB) submissions. The eIRB system will allow you to “create a disclosure” specific to the project you are submitting for IRB review. All information contained on your “Individual Disclosure” will be imported into eIRB.

  NOTE: Your financial information will not be visible to IRB staff. eIRB will only display one of the following states of your disclosure: (1) Pending, (2) No Review Required or (3) Review Complete.

- All previously collected data from the individual (self) disclosures will display in the research based certification.

- This option will allow you or your Research Support Group (RSG) to create certification records for the entire project team.

  NOTE: Upon request to the eCOI Compliance Administrator, your Research Support Group will be given unique access to research based certifications. Those individuals will have access to a tab entitled “All Pending Certifications” and will only have the ability to view the current state of certifications for the purpose of follow-up. Individual financial information will not be visible to other research team members or the RSG.
To begin, click “Create Research Certifications”
On the next screen, click “Add” under “Research Team Members”.

Next click “Select” to open the drop-down menu for names:
You will be routed back to the “Create Research Initiated Disclosure Certification” page.

Complete the remaining fields and click “OK”.

**NOTE:** The eCOI system will send an email notification to each individual listed as a Research Team Member with a direct link to the disclosure certification to.
The eCOI system will route you back to “My Inbox” page.

- To view the status of the certifications you created, click “My Certifications in Progress”.
- To view certifications that have been completed, click “My Completed Certifications”.

![Image of eCOI system interface showing My Certifications in Progress tab and Custom Search results]

11/20/2014
Sub-recipient Disclosure

Non-Rutgers research personnel who do not have a Financial Conflict of Interest (fCOI) policy with which he/she is associated are required to follow Rutgers Investigator Conflict of Interest Policy 90.2.5. You must upload a signed copy of the Rutgers Subrecipient Conflict of Interest Disclosure form (the link to the form is provided in the eCOI system).

If non-Rutgers research personnel have an institutional fCOI policy, you must upload documentation from his/her institution stating whether the researcher does or not have any a conflict of interest reported to that institution.
Annual Review

Renewal of disclosure certification is due 12 months after your last disclosure. Disclosures are no longer project specific. Each time you disclose new information, after your initial submission, the clock starts over.

The eCOI system will automatically email renewal reminders at:

- 30 days prior
- Day of expiration

Printing Disclosure Certification

Use the “Printer Version” button in the workspace.

1. Log on to your site.
2. On the COI page, click the My Certifications tab. From the list of certifications, click the name of the one you want to open.
3. Click the Printer Version button in your workspace.