Rutgers eCOI Quick Reference Guide for Committee Members

LOGIN

Rutgers NetID Login

How to log in to the eCOI system:
1. Go to https://eCOI.Rutgers.edu
2. Enter your Rutgers NetID User name and Password
3. Click Log In to enter the site.

CREATING A CERTIFICATION

To begin a new disclosure certification, click on the Create My Certification.

COI REPORTS

To access COI reports click on the Reports link under Shortcuts. More reports can be found in the reports menu on the left; here you can find Discloser Reports, Certification Reports, and Disclosure Reports.

MEETING WORKSPACE

You can Confirm Attendance or Decline Attendance to the meeting with the activities buttons: "Confirm Attendance" or "Decline Attendance". You can view the Agenda by clicking on the agenda link. This will allow you to download the agenda in a word document. You can view the Agenda items in eCOI under the Agenda tab, click on the name to go to that item’s workplace. A list of Attendees can be found under the Attendees tab. The History Log will list all of the activities performed in the Meeting workspace.

DISCLOSURE WORKSPACE

- **Summary Tab** - Here you can find a summary of the disclosure including the current state, Research Certification Instructions, Notes to Discloser, Summary, Routing Information, and My Disclosures.
- **History Tab** - Here you will find a list of all of the activities performed on the disclosure, along with their author (the person who performed the activity) and activity date.
- **Disclosures Tab** - Here you will find a list of disclosures including: Organization Compensation Type, and Dollar Amount.
- **Private Review Information Tab** - Here you will find the COI Committee Chair’s pre-review
- **Reviewer Notes Tab** - Here you will find any reviewer notes created by the COI Administrator.

You can also View the Disclosures page by page by clicking on the View Disclosures button. You can also view a single page Printer friendly version by clicking on the Printer Version button. You can view any changes made by clicking on the View Differences button. You can also log a public comment and/or a private comment by clicking on Log Comment and Log Private Comment buttons. Please Note: Public comments created using the Log Comment button can be view by all users who have access to the disclosure. Private comments created using the Log Private Comment button can only be viewed by the COI Committee Members, COI Committee Chair, and COI Administrator.