

Rutgers eCOI Quick Reference Guide

Why do you need to disclose:

Rutgers University Investigator Conflict of Interest [Policy 90.2.5](#) requires that PIs and all personnel working on research projects, *regardless of source of funding or lack thereof*, disclose financial information that may reasonably be perceived to influence their work. This policy is intended to promote objectivity in research with the reasonable expectation that the design, conduct, and reporting of the research will be free from bias resulting from Investigator financial conflicts of interest.

Please note that having something to disclosure does not imply any wrong-doing or inappropriate activities. The emphasis is on disclosure of financial interests to develop a management plan to mitigate any potential conflict of interest for those disclosures which have a confluence of interests with the research or training project.

Who needs to disclose:

All University faculty, non-faculty employees, students (graduate and undergraduate, part-time or full-time) and other individuals who, in the course of their association with the University:

- (1) apply for or receive funds for any research or training purpose, by grant or sub-grant, or by contract or subcontract, or by cooperative agreement, or are engaged in research (i.e.: are responsible for the design, conduct, or reporting of research. For example: an undergraduate student entering data must disclose because they are engaged in the conduct of the study) ; or
- (2) conduct unsponsored/unfunded research.

What do you need to disclose:

All investigators [defined broadly as anyone who is involved in the design, conduct, administration, collaboration, analysis, and/or reporting of the research] should disclose any “financial interest” or other personal involvement of the investigator, or his or her immediate family, that are related to the individual's Institutional responsibilities.

Financial interest means anything of monetary value, whether or not the value is readily ascertainable. Interests include, but are not limited to: income; honoraria or other payment for services; equity such as stock, stock options or other ownership rights (except interests of any amount in publicly traded, diversified mutual funds, pension funds, or other institutional investment funds over which the faculty member does not exercise control); patents and copyrights; contracts, licensing and other agreements; royalties (including those royalties distributed by the University); employment; reimbursed travel or sponsored travel; and services, relationships or positions, even if uncompensated.

Excluded from the disclosure requirement are:

income from seminars, lectures, or teaching engagements, reimbursed travel or sponsored travel, and service on advisory or review panels sponsored by a federal, state, or local government agency, an Institution of higher education as defined at 20 U.S.C. 1001(a), an academic teaching hospital, a medical center, or a research institute that is affiliated with an Institution of higher education.

For more information on the type of interests to disclose, please review the [Rutgers University Policy 90.2.5 "Investigator Conflict of Interest"](#).

When do you need to disclose:

A financial Conflict of Interest Disclosure must be submitted to Rutgers University:

1. **At Proposal Submission;** An Individual Certification must be submitted before a grant application is submitted to Rutgers ORSP;
2. **At Award Set-up:** A Research Initiated Certification must be created in the eCOI system once an award is received
3. within thirty days of discovering or acquiring a new significant financial interest (SFI) (e.g., through purchase, marriage, or inheritance); and
4. at least annually

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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.



YOUR PERSONAL WORKSPACE

- Your Personal Workspace, otherwise known as 'My Inbox', Your inbox will consist of items requiring action.
- If you are not already at your home page, click *My Inbox* at the top right of your screen.



THE DISCLOSURE CERTIFICATION WORKSPACE

- Whenever you open an existing submission from your personal workspace, you will be taken to a project workspace.
- The project workspace is the area where all activities associated with the disclosure will be performed.

CREATING A NEW DISCLOSURE CERTIFICATION

My Current Actions

Manage My Disclosures

Create My Certification

Research Based Certifications

Create Research Certifications

1. For **INDIVIDUAL (SELF) CERTIFICATIONS**: Use this option to self-disclose only; this certification serves as your annual disclosure (used for **proposals**). To begin, click on the "Create My Certification" option on the left. The information entered here will be retained for all future disclosure certifications.
 - Complete all questions on the disclosure details screen.
 - Click "Finish" at the bottom of the disclosures window
 - Repeat this process for **each additional** disclosure (organization) you are reporting
2. For **RESEARCH-BASED CERTIFICATIONS**: (**Anyone with a Rutgers NetID can initiate this process for the entire research team**)
 - Use this option for research based disclosure certifications. (i.e. **awarded** grants, contracts, etc.) .
 - **NOTE**: Do not use this option for IRB submissions, unless it is a paper submission. The eIRB system will generate the disclosure certification records. (see the eCOI option in the eIRB system)
 - All previously collected data from the individual (self) certifications will display on the research based certification.
 - 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 submit their disclosure certifications.
 - To begin, click on the "**Create Research Certifications**" on the left.

HOW TO SUBMIT A DISCLOSURE CERTIFICATION

Click "My Inbox" (upper right corner) to see the list of active certifications to be completed.

Click the link under the column "Name". Next, click "**Start/ Edit**", begin completing your disclosure certification.

Upon completion of entering all disclosures and you are ready to submit your disclosure certification, you will navigate to the "**Assurance and Certification**" page; click the "**Submission Confirmation**" checkbox ☐ and then click the "**Finish**" button. (*Omitting this step will cause the certification to remain in "Draft".*)

PRINTER VERSION OF DISCLOSURE CERTIFICATION

On the COI page, click the My Certifications tab.

From the list of certifications, click the name of the one you want to open.

Click the Printer Version button in your workspace.

COMPLETING REQUESTED CHANGES

1. Log on to eCOI and click **My Inbox**, if you are not already there. (*You can also click on the link within the e-mail you receive from the eCOI system*). If you click on the link in your e-mail, you'll go directly to the disclosure certification workspace. You can skip step 1-2 of this procedure.
2. From the **Inbox tab**, click on the name of your disclosure certification project to open it.
3. From the disclosure certification workspace, click the **Edit Disclosures** button.
4. Make all the necessary changes to your disclosures as requested in the email. You can also view the request from your "History" tab. When you're done, save and exit the smartform.
5. Lastly, from the disclosure certification workspace, click the **Submit Changes** activity to send your modifications back to the appropriate reviewers.

ADDING NEW OR UPDATING DISCLOSURES

You need to disclose any financial relationship with an external company or organization where you or an immediate family member received remuneration or if you hold equity in said company, if it relates to your institutional responsibilities. On your certification disclosure record, navigate to the **"Disclosure Details"** smartform page. On this page, you will be required to provide information on each company / external organization with which you have a financial relationship, if it's related to your institutional responsibilities.

1. If the relationship has not previously been disclosed, click on the **"New Disclosure"** button.



2. If the relationship has been previously disclosed, click on the **"Modify"** link next to the disclosure to update.

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

Modify	View	Organization	Is Public Company

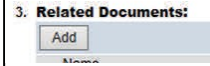
3. If the relationship is no longer active (e.g., a consulting agreement that is no longer active), click on the **"Remove"** link to the right of the disclosure.



UPLOADING DOCUMENTS

How to upload documents to your disclosure certification

Click the **Add** button and a new window will appear.



Enter a **Title** for the document you are uploading

Click **Browse...** and select the file you want to attach.

Click **Open**. Then Click **OK**.

The form titled "Submit a Document" includes a "Title" field, a "File" field with a "Browse..." button, and a "Show Advanced Options" button. Below these fields, there is a "Required" checkbox and three buttons: "OK", "OK and Add Another", and "Cancel". A small note states: "If provided, the name of the file will be used".

EDITING AND DELETING DOCUMENTS

How to edit documents that have previously been uploaded

Note: An application cannot be edited while it is under review.

1. Open the document on your computer or network drive.
2. Make the necessary changes.
3. Save the document.
4. Go back to the eCOI certification, select the checkbox beside the name of the currently uploaded document.
5. Use the **"Add"** button to upload the revised copy.

3. Related Documents:

Name
62422.pdf

Buttons: Add, Upload Revision

How to delete documents that have previously been uploaded

1. Select the checkbox in front of the name of the document to be deleted.
2. Click the **Delete** button.

