

eCOI Department Reviewer Quick Reference Guide

HOW TO LOG INTO eCOI

Go to <https://eCOI.Rutgers.edu>

Enter your Rutgers NetID User name and Password

Click **Log In** to enter the site.

REVIEWING DISCLOSURES

1. Log into the eCOI website or click on the link provided in the email sent to you.
2. Under My Current Actions you have three main options for viewing the submission:

My Current Actions

View Disclosures

Printer Version

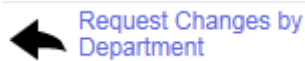
View Differences

- **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.

REQUESTING CHANGES TO A DISCLOSURE

If you identify anything in the submission that requires follow up with the discloser, do the following:

Go to the Disclosure certification record, and click the **Request Changes by Department** activity.



When you submit this form, the discloser will be notified that changes are required to the disclosure certification application before you will approve it.

While you are waiting for the discloser's response:

If you have communications with the discloser (e.g. phone calls, email correspondences etc.) that should be noted in the system, you can open the disclosure and complete the **Log Comments** activity. Remember, these notes are tracked in the **History Log** tab and are visible to the submitter.

You will receive a notification once the discloser has submitted the requested changes.

HOW TO FORWARD TO THE COI COMMITTEE



Forward to COI Committee

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

No further review required: Click on this action when determining that additional review by the COI committee is not required.

WORKSPACE TABS

My Inbox

Department Review - Response Pending

No Review Required

Review Complete

Under Management / Mitigation Plan

My Inbox: The My Inbox tab will display all items that require action.

Department Review - Response Pending: The disclosure certifications that are listed under this tab are pending a response from the Discloser.

No Review Required: All items in this section do not meet the criteria for review. However, you can re-open any disclosure certification for review when applicable. This can be done by selecting the **Execute Activity** option, and then clicking on the "**Forward for further review**" activity. This will move the submission into your **inbox** for further review.

Review Complete: All items listed in this section have been reviewed and are in the review complete state. However, you can re-open any disclosure in this section for review if needed. This can be done by selecting the **Execute Activity** option, and then clicking on the "**Forward for further review**" activity. This will move the submission into your **inbox** for further review.

Under Management / Mitigation Plan: Items in this section are all under a Management / Mitigation Plan. A management plan defines conditions that a researcher must comply with in order to uphold the integrity of his/her work within the institution. The items listed indicate all disclosure certifications that are being monitored for continued compliance.

DISCLOSURE WORKSPACE

New disclosures: All new disclosure certifications begin in the Draft state until they are submitted for review.

Draft

My Current Actions

Start / Edit

Printer Version

Submit Disclosures

Log Comment

While they are in this state, they can be edited using the "Start / Edit" button located on the left hand side of the workspace.

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

Summary History Disclosures Private Review Information Disclosure Admin Info Reviewer Notes

- **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
- **Private Review Information** This allows you to view the COI private information
- **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

DISCLOSURE WORKSPACE ACTIONS

There are several different actions which you can perform from the Disclosure workspace. You can find these on the left hand side of the workspace:

My Current Actions

View Disclosures

Printer Version

View Differences

Forward to COI Committee

Request Changes by Department

Create or Upload Management Plan

Remove Management Plan

Log Comment

Log Private Comment

No further review required

Notify Department Chair

Summary History Disclosures Private Review Information Disclosure

Draft In Review Under Management Plan Con

Research Certification Instructions

You must recertify that all of your financial disclosures are up-to-date in the system because research project(s):

Research Project ID: Pro20140000189
Research Project Name: SHORT TITLE GOES HERE
Project Role: Principal Investigator
Project Type: IRB
PI Name: John Doe
Project Description: SUMMARY OF THE RESEARCH GOES HERE
Project Full Title: IRB PROJECT TITLE GOES HERE
Sponsors on Research:
There are no items to display

Remember that you must disclose any financial interests that could be reasonably construed recruitment, or enrollment of subjects in the above research.

Notes to Discloser

Your disclosures are currently under review. Please check your email account, listed in the : any communication regarding the status of review. If further action is required, you will be n address, and will have to log back into this system.