



# eCOI Discloser User Guide

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# Using the eCOI System - <https://ecoi.rutgers.edu>

## eCOI Home Page – How to Log into the eCOI system

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

The screenshot shows the Rutgers eCOI system home page. The browser address bar displays <https://ecoi.rutgers.edu>. The page header includes the Rutgers logo and the text "electronic Conflict of Interest (eCOI) System". A navigation bar contains "eCOI HOME" and "eCOI Home". The main content area features a yellow notice: "NOTICE: At this time, the eCOI system is only available to RWJMS students, faculty and staff from the departments of Neurology and Pharmacology. Roll out to other departments, schools and units will be announced at a later date." Below this, there are three sections: "Why do you need to disclose:", "Who needs to disclose:", and "What do you need to disclose:". The sidebar on the right contains a "Rutgers NetID Login" button with a "[LOGIN HERE]" link, which is highlighted by a red arrow. Other sidebar links include "eCOI Information", "eCOI Sandbox", and "CAS Login".

# eCOI Workspace - My Inbox

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

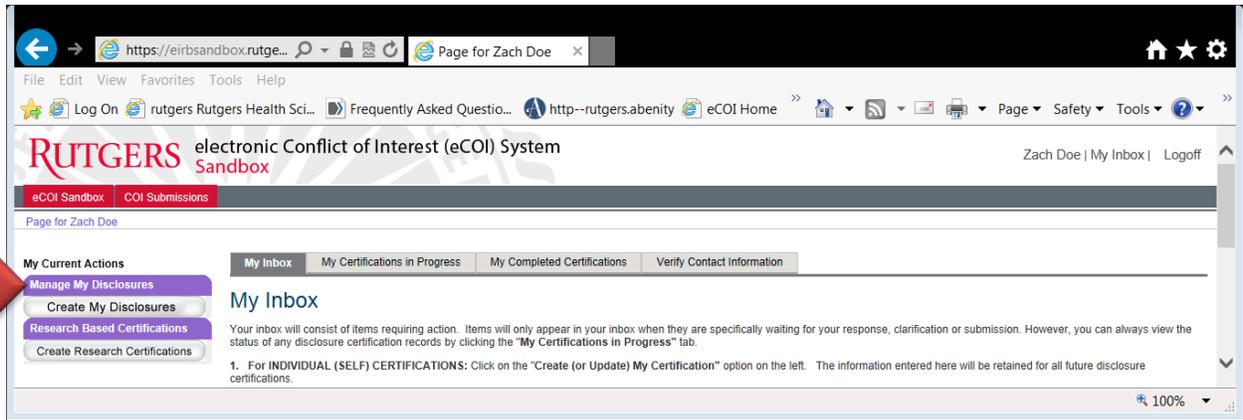
You will also create and edit your disclosures and certifications from your “My Inbox” page.

The screenshot displays the Rutgers eCOI System interface. At the top, the browser address bar shows the URL <https://eirt.sandbox.rutgers.edu/eCOISandbox/rooms/>. The page header includes the Rutgers logo and the text "electronic Conflict of Interest (eCOI) System Sandbox". The user's name "Yolanda Doe" and the "My Inbox" link are visible in the top right. Below the header, there are navigation tabs: "My Inbox", "My Certifications in Progress", "My Completed Certifications", and "Verify Contact Information". The "My Inbox" tab is selected, showing a section titled "My Inbox" with the following text: "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. However, you can always view the status of any disclosure certification records by clicking the 'My Certifications in Progress' tab." Below this text are two numbered instructions: 1. For INDIVIDUAL (SELF) CERTIFICATIONS: Click on the "Create (or Update) My Certification" option on the left. The information entered here will be retained for all future disclosure certifications. 2. For RESEARCH BASED CERTIFICATIONS: This option is for research based disclosure certifications. (i.e. grants, contracts, etc.) A note states: "NOTE: Do not use this option for electronic IRB submissions. The eIRB system will generate the disclosure certification records for you." Other points include: "All previously collected data from the individual (self) certifications will display on the research based certification", "This option will allow you to create certification records for the entire project team.", "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 electronically submit their disclosure certifications.", and "To begin, click on the 'Create Research Certifications' option on the left." Below the instructions is a search filter bar with "Filter by" set to "Name", a search input field, and buttons for "Go", "Clear", and "Advanced". The search results area shows "No data to display". At the bottom of the page, there is a zoom level indicator set to 125%.

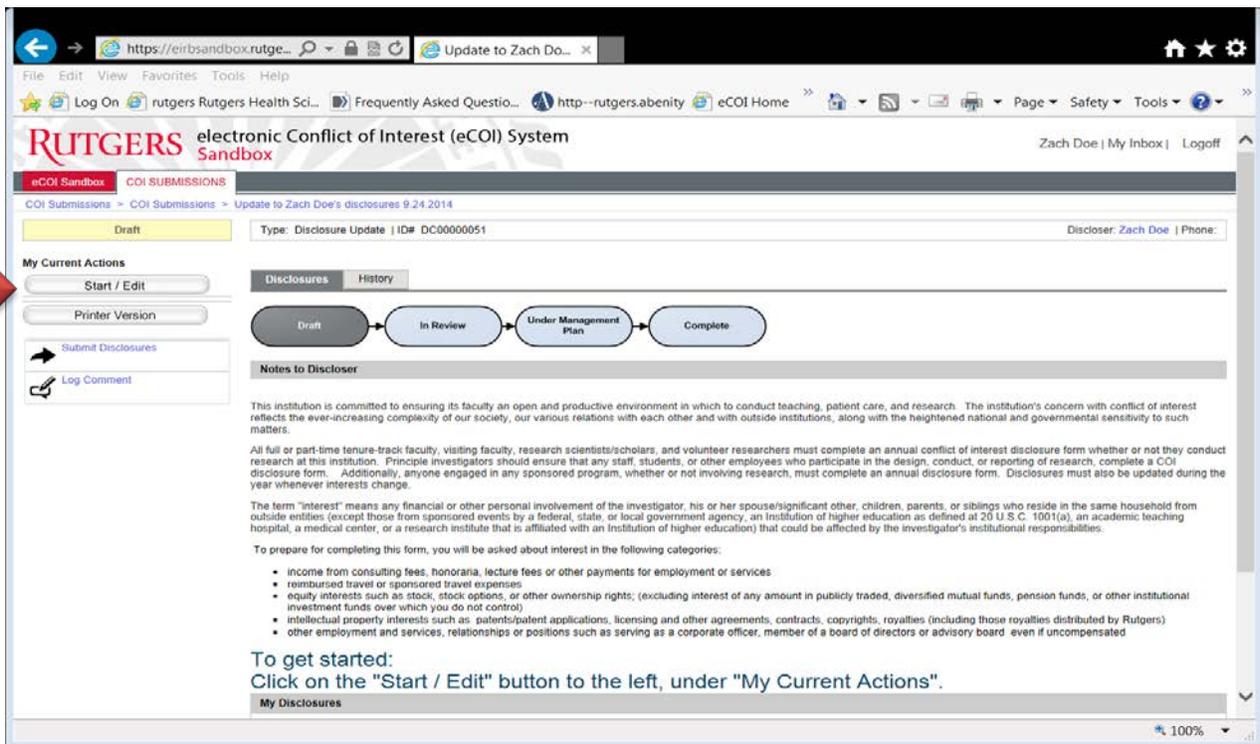
# Creating Your Individual Disclosures

**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 screenshot shows a web browser window displaying the Rutgers eCOI System. The browser's address bar shows the URL <https://eirbsandbox.rutgers.edu>. The page header includes the Rutgers logo and the text "RUTGERS electronic Conflict of Interest (eCOI) System Sandbox". The user is logged in as "Zach Doe" and is editing a "Disclosure Certification - DC00000051". The current section is titled "Disclosure Update for Zach Doe : Institutional Responsibilities".

The form contains the following questions and options:

The following questions apply to all activities, inpatient or outpatient. Reference to visits at this institution include any activities at any part of this institution's properties, including hospitals, clinics, and leased office space.

- \* Do you write orders and/or prescribe items or services for patients who visit this institution?**  
 Yes  No [Clear](#)
- \* Do you influence or decide which vendor or manufacturer or service provider, supplier are chosen for purchase, lease, use or acquisition of any items or services at this institution?**  
 Yes  No [Clear](#)

If Yes, please describe your role in the decision-making or in influencing decisions:

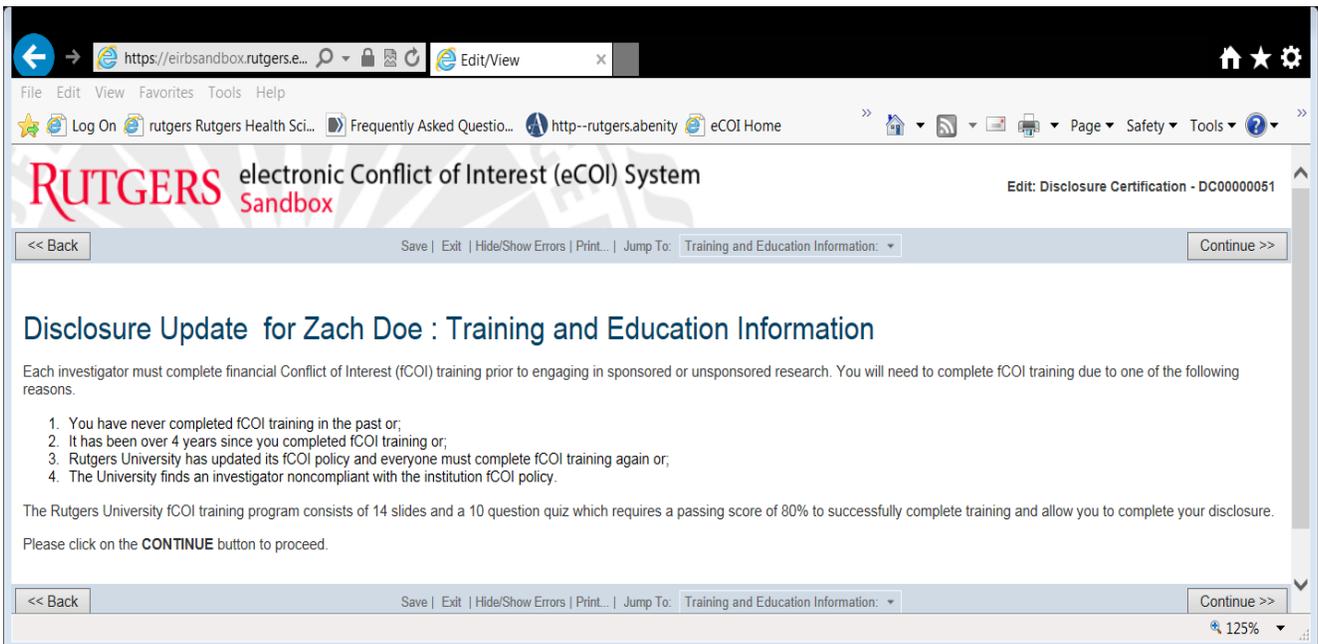
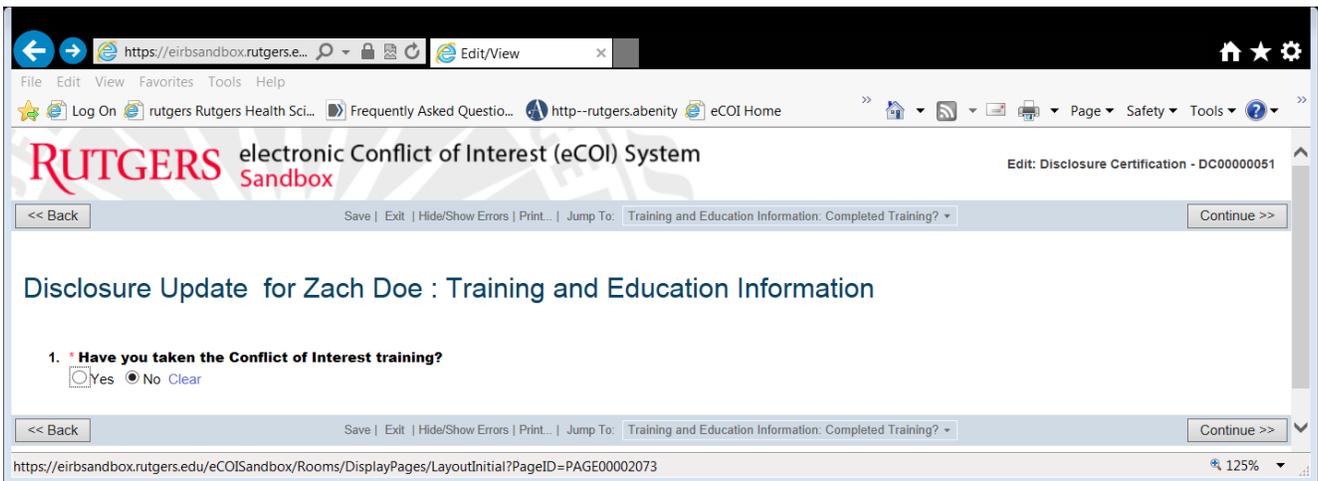
- \* Are you involved in any regulatory or policy activities on behalf of this institution?**  
 Yes  No [Clear](#)

The browser's status bar at the bottom shows the URL <https://eirbsandbox.rutgers.edu/eCOISandbox/Rooms/DisplayPages/LayoutInitial?PageID=PAGE00002073> and a zoom level of 125%.

# Conflict of Interest Training

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”.

https://eirbsandbox.rutgers.e... Edit/View

File Edit View Favorites Tools Help

Log On rutgers Rutgers Health Sci... Frequently Asked Questio... http--rutgers.abenity eCOI Home

## 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?

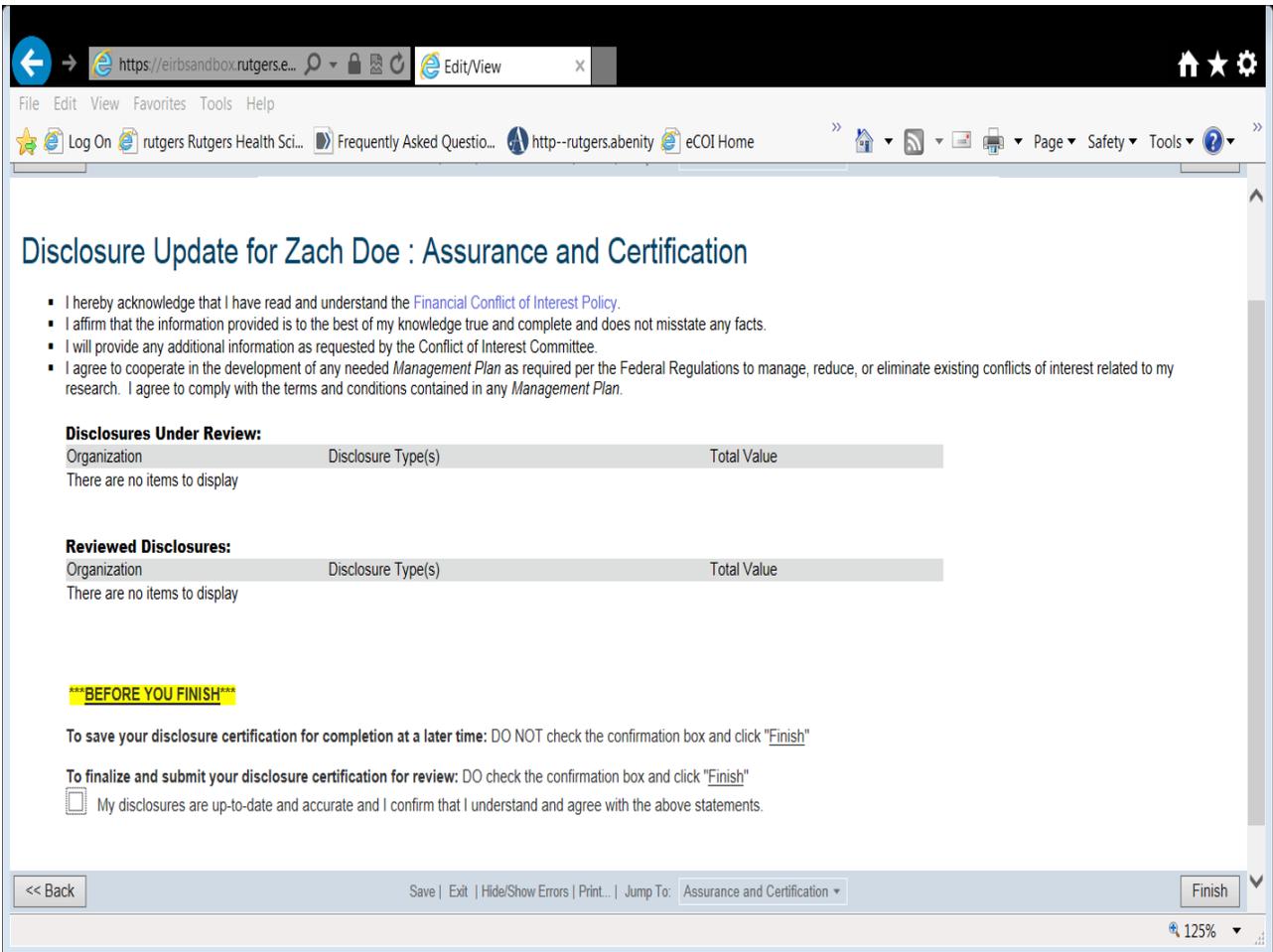
\* Are there any outside organizations or companies with which you or an immediate family member has a relationship as described above?

Yes  No [Clear](#)

125%

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**”.



# 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.

The screenshot shows a web browser window with the URL <https://eirbsandbox.rutgers.edu>. The page title is "RUTGERS Sandbox electronic Conflict of Interest (eCOI) System". The user is logged in as "Zach Doe" and is viewing the "Disclosure Details" for a disclosure certification with ID "DC00000051".

The main heading is "Disclosure Update for Zach Doe : Disclosure Details". Below this, there are sections for "Sponsors on Research" (empty), "REQUIREMENTS" (stating the need to disclose financial relationships), and "INSTRUCTIONS" (providing guidance on how to add or edit disclosures).

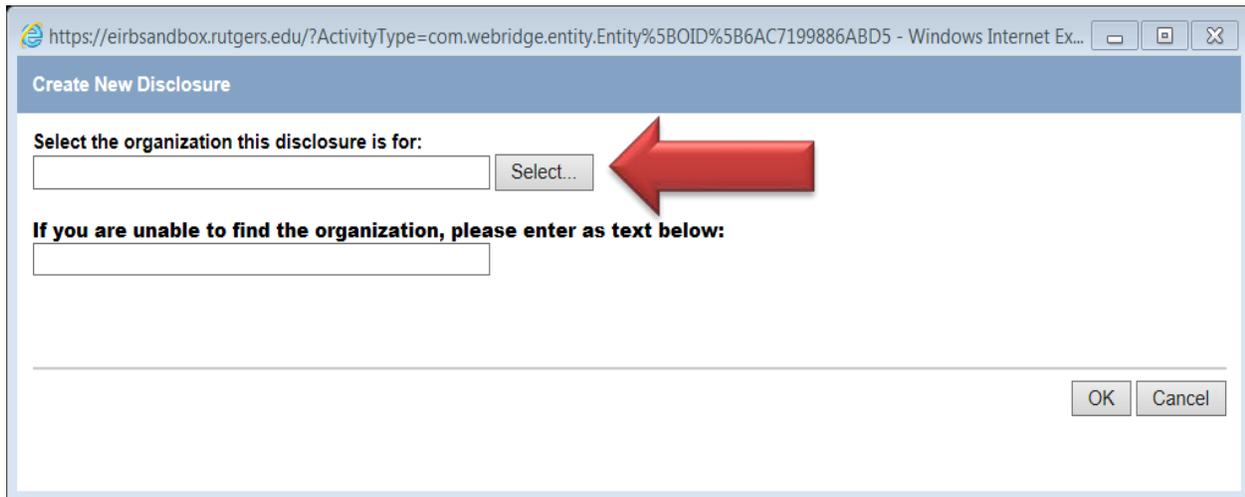
The "Add Disclosure" button is highlighted with a red arrow. Below it, there are two sections for reviewing disclosures:

- 1. Disclosures Under Review:** A table with columns: View/Edit, Organization, Is Public Company, Relationships, Disclosure Types, Total Value, Is Significant?, Patents, Last Updated, Remove. The table is currently empty.
- 2. Previously Reviewed Disclosures (click 'Modify' to enable editing):** A table with columns: Modify, View, Organization, Is Public Company, Relationships, Disclosure Types, Total Value, Is Significant?, Patents?, Last Updated, Remove. The table is currently empty.

The browser's address bar shows the URL, and the page footer indicates a zoom level of 125%.

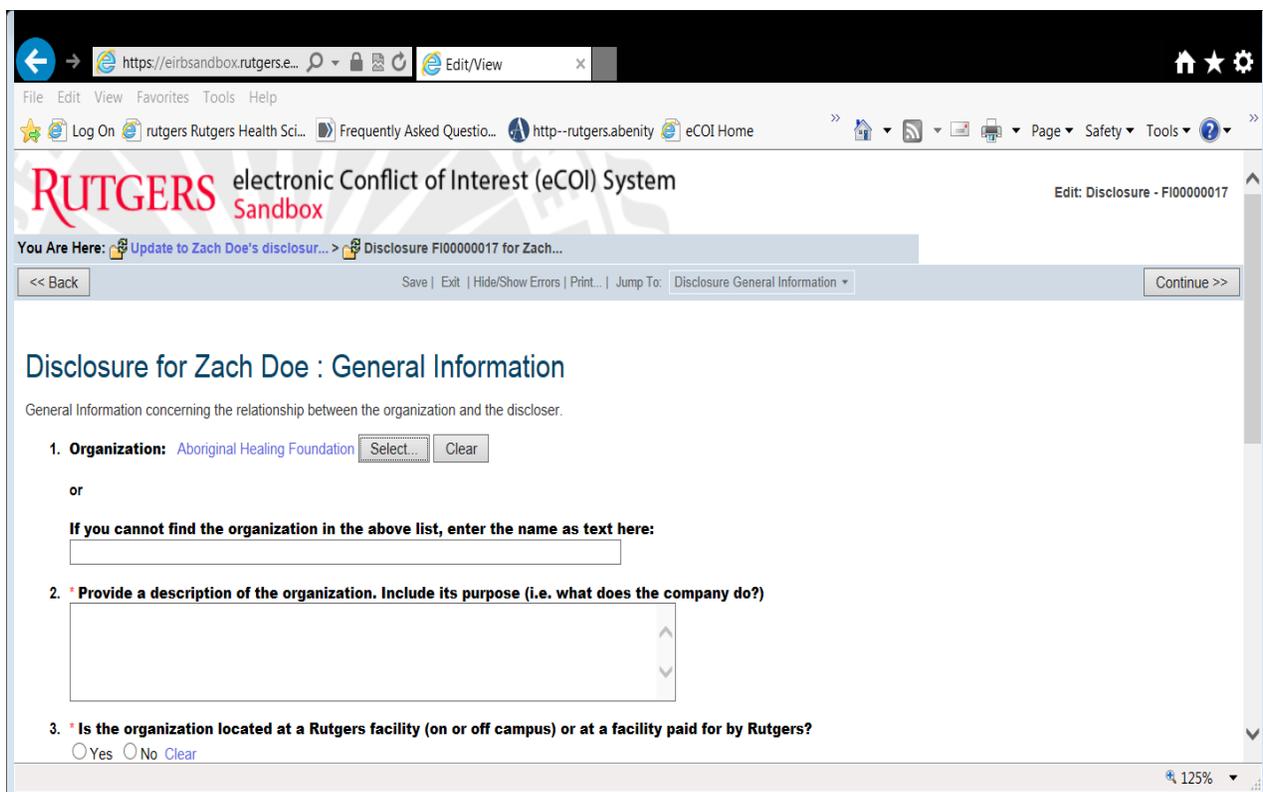
In the “**Select the organization this disclosure is for**” box, start typing the name of the organization for this disclosure. The system will find a match as you type. Click “**OK**”.

*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**”.

The screenshot shows a web browser window displaying the Rutgers eCOI System interface. The page title is "Disclosure for Zach Doe in Aboriginal Healing Foundation: Disclosure Summary". The browser address bar shows "https://eirsandbox.rutgers.e...". The page header includes the Rutgers logo and "electronic Conflict of Interest (eCOI) System Sandbox". The breadcrumb trail indicates the user is viewing "Disclosure FI00000017 for Zach...". The page contains a table with the following data:

Compensation Type	Dollar Value
Stock Equity	\$50,000.00
Options Equity	
Consulting	\$20,000.00
Honoraria	\$15,000.00
Lecture Fees from Speakers Bureau	\$20,000.00
Lecture Fees not from Speakers Bureau	\$5,000.00
Editorial	\$10,000.00
Patents or patent applications	\$12,000.00
Copyrights	\$12,000.00
License and Royalty	\$13,000.00
Contracts	\$75,000.00
Reimbursements	\$35,000.00
Sponsored Travel	\$10,000.00
Corporate officer	\$85,000.00
Board of Directors	\$70,000.00
Advisory Board	\$5,000.00
<b>Total Value</b>	<b>\$417,000.00</b>

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.

The screenshot shows the Rutgers eCOI System web interface. The browser address bar displays 'https://eirsandbox.rutgers.e...'. The page title is 'RUTGERS Sandbox electronic Conflict of Interest (eCOI) System'. The user is logged in as 'Zach Doe' and is viewing the 'Disclosure Details' page for a 'Disclosure Update for Zach Doe'. The page includes a navigation bar with 'Back' and 'Continue' buttons, and a menu with 'Save', 'Exit', 'Hide/Show Errors', 'Print...', and 'Jump To: Disclosure Details'. The main content area contains the following sections:

- Sponsors on Research:** There are no items to display.
- REQUIREMENTS:** You need to disclose any financial relationship with company or organization where you or an immediate family member received remuneration or if you hold equity in said company.
- INSTRUCTIONS:**
  - On this page, you will be required to provide information on each company / external organization with which you have a financial relationship.
  - If the relationship has not previously been disclosed, click on the "Add Disclosure" button.
  - If the relationship has been previously disclosed, click on the "Edit" link next to the disclosure to update.
- Add Disclosure** button
- 1. Disclosures Under Review:** A table listing the disclosure details.

View/Edit	Organization	Is Public Company	Relationships	Disclosure Types	Total Value	Is Significant?	Patents	Last Updated	Remove
	Aboriginal Healing Foundation		Self	<ul style="list-style-type: none"> <li>Reimbursements (excluding sponsored travel)</li> <li>Editorial compensation</li> <li>Sponsored Travel</li> <li>Consulting, advisory, honoraria, or speaking compensation</li> <li>Intellectual Property Rights (License / Royalties / Patents / Copyrights / Contracts)</li> </ul>	\$417,000.00	yes	yes	10/1/2014 11:03 AM	

# 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**”.

Disclosure Update for Zach Doe : Assurance and Certification

- I hereby acknowledge that I have read and understand the [Financial Conflict of Interest Policy](#).
- I affirm that the information provided is to the best of my knowledge true and complete and does not misstate any facts.
- I will provide any additional information as requested by the Conflict of Interest Committee.
- I agree to cooperate in the development of any needed *Management Plan* as required per the Federal Regulations to manage, reduce, or eliminate existing conflicts of interest related to my research. I agree to comply with the terms and conditions contained in any *Management Plan*.

**Disclosures Under Review:**

Organization	Disclosure Type(s)	Total Value
Aboriginal Healing Foundation	<ul style="list-style-type: none"><li>Reimbursements (excluding sponsored travel)</li><li>Editorial compensation</li><li>Sponsored Travel</li><li>Consulting, advisory, honoraria, or speaking compensation</li><li>Intellectual Property Rights (License / Royalties / Patents / Copyrights / Contracts, etc)</li><li>Board of directors, corporate officer, advisory board, or other relevant compensation *</li><li>Equity (shares / options) in external company</li></ul>	\$417,000.00

**Reviewed Disclosures:**

Organization	Disclosure Type(s)	Total Value
There are no items to display		

**\*\*\*BEFORE YOU FINISH\*\*\***

To save your disclosure certification for completion at a later time: DO NOT check the confirmation box and click "Finish"

To finalize and submit your disclosure certification for review: DO check the confirmation box and click "Finish"

My disclosures are up-to-date and accurate and I confirm that I understand and agree with the above statements.

<< Back Save | Exit | Hide/Show Errors | Print... | Jump To: Assurance and Certification Finish

# 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.

The screenshot displays the Rutgers eCOI System interface. The browser address bar shows the URL <https://eirsandbox.rutgers.edu/>. The page title is "RUTGERS electronic Conflict of Interest (eCOI) System". The user is logged in as "Zach Doe" with options for "My Inbox" and "Logoff".

The main content area shows a disclosure update for "Zach Doe" with ID# DC0000051. The status is "Department Review". A progress bar indicates the current stage: "In Review".

**Notes to Discloser:** Your disclosures are currently under review. Please check your email account, listed in the system as cortazpe@rutgers.edu, for any communication regarding the status of review. If further action is required, you will be notified at the above listed email address, and will have to log back into this system.

**Summary:**  
Last COI Training Date: 8/23/2012  
Management Plan:  
Snapshot:  
Date Submitted: 10/1/2014  
Review Due Date: 11/30/2014

**Routing Information:**  
Discloser has a Significant Financial Interest: yes  
Discloser involved in Research: yes  
Discloser has Institutional Responsibilities: yes  
Needs Review: yes

**My Disclosures:**

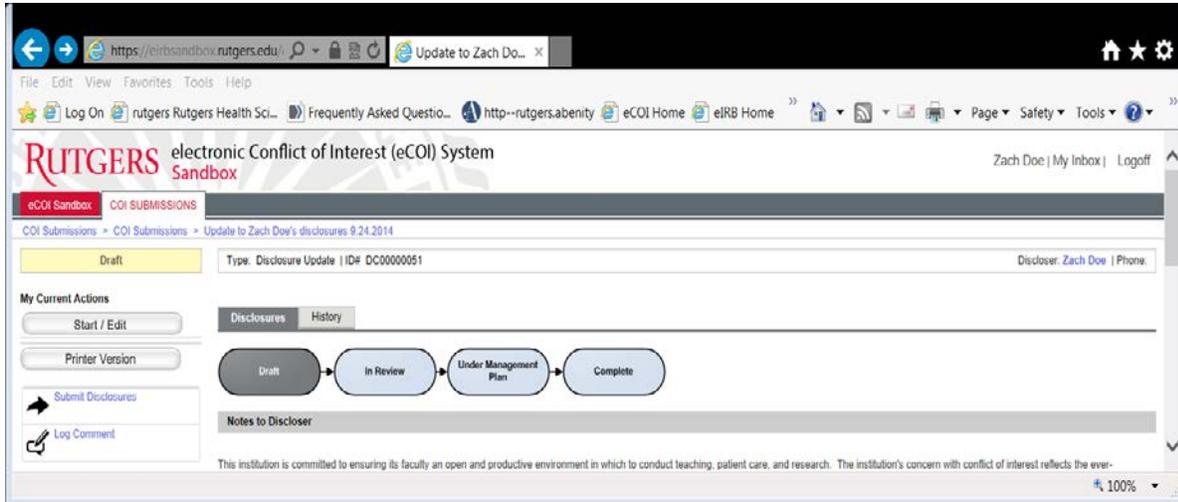
Organization	Publicly Traded?	Relationships	Disclosure Types	Significant?	Patents?	Total Value	Last Updated
Aboriginal Healing Foundation		Self	<ul style="list-style-type: none"><li>Reimbursements (excluding sponsored travel)</li><li>Editorial compensation</li><li>Sponsored Travel</li><li>Consulting, advisory, honoraria, or speaking compensation</li></ul>	yes	yes	\$417,000.00	10/1/2014 12:33 PM

The footer of the page shows the URL <https://eirsandbox.rutgers.edu/eCOISandbox/Rooms/DisplayPages/LayoutInitial?PageID=PAGE00002073> and a zoom level of 100%.

# Editing Disclosures

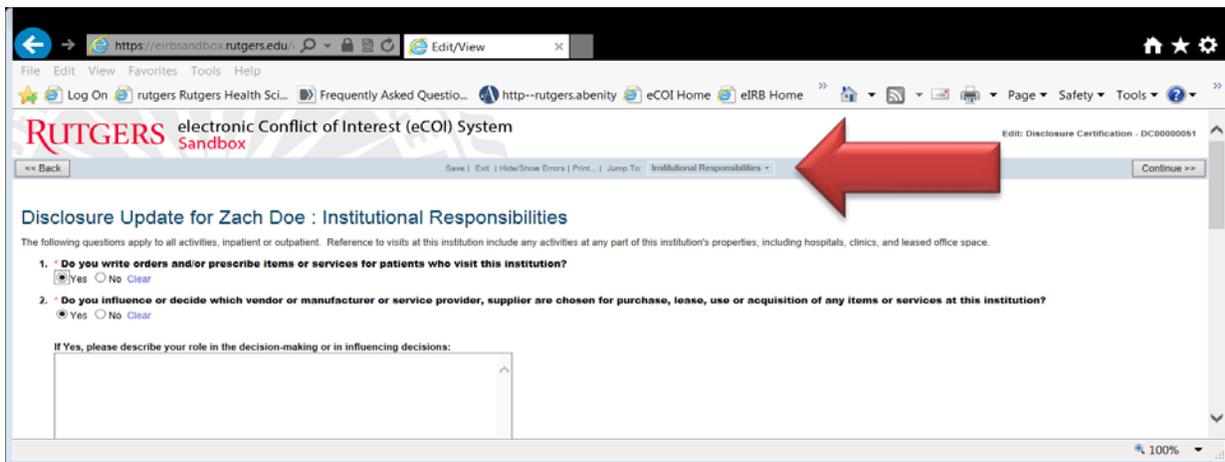
## Draft Certification

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.

**RUTGERS**  
THE STATE UNIVERSITY OF NEW JERSEY

Edit: Disclosure Certification - DC00000412

<< Back Save | Exit | Hide/Show Errors | Print... | Jump To: Disclosure Details - Continue >>

### Research Initiated Update for Training PI : Disclosure Details

Sponsors on Research:  
Name  
Merck and Company, Inc.

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. On this page, you will be required to provide information on each company / external organization with which you have a financial relationship. If the relationship has not previously been disclosed, click on the "New Disclosure" button. If the relationship has been previously disclosed, click on the "Modify" link next to the disclosure to update. 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.

**+ Add Disclosure**

1. **Disclosures Under Review:**

View/Edit	Organization	Is Public Company	Relationships	Disclosure Types	Total Value	Is Significant?	Last Updated	Remove
There are no items to display								

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

Modify	View	Organization	Is Public Company	Relationships	Disclosure Types	Total Value	Is Significant?	Last Updated	Remove
		Anesthesiology		Self	<ul style="list-style-type: none"><li>Sponsored Travel</li><li>Equity (shares / options) in external company</li></ul>	\$16,000.00	yes	11/6/2013 9:52 AM	

<< Back Save | Exit | Hide/Show Errors | Print... | Jump To: Disclosure Details - Continue >>

## 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.

Start / Edit

Edit

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”

Page for Zach Doe

My Current Actions

- Manage My Disclosures
- Edit My Disclosures
- Research Based Certifications
- Create Research Certifications**

**My Inbox**

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. However, you can always view the status of any disclosure certification records by clicking the "My Certifications in Progress" tab.

- For INDIVIDUAL (SELF) CERTIFICATIONS:** Click on the "Create (or Update) My Certification" option on the left. The information entered here will be retained for all future disclosure certifications.
- For RESEARCH BASED CERTIFICATIONS:**
  - This option is for research based disclosure certifications. (i.e. grants, contracts, etc.).
    - NOTE: Do not use this option for electronic IRB submissions. The eIRB system will generate the disclosure certification records for you.
  - All previously collected data from the individual (self) certifications will display on the research based certification.
  - This option will allow you to create certification records for the entire project team.
  - 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 electronically submit their disclosure certifications.
  - To begin, click on the "Create Research Certifications" option on the left.

Filter by Name [Go] [Clear] [Advanced]

Name	Date Created	Date Modified	State	Discloser	COI Administrator
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125%

On the next screen, click “Add” under “Research Team Members”.

https://eirbsandbox.rutgers.edu/?ActivityType=com.webridge.entity.Entity%5B0ID%5BB3364DFBF26EFE - Windows Internet Explorer

Create Research Initiated Disclosure Certification

**INSTRUCTIONS**

Use this form to certify research team member's financial disclosures.

**FOR ELECTRONIC IRB SUBMISSIONS:** If you have an IRB, go directly to <https://elRB.Rutgers.edu>. The elRB system will create the financial disclosure records upon initial submission.

If not, you may continue:

**For IACUC, Previous Paper IRB Submissions, Funding Proposals, Grant, Contract, or Research Agreements:** please complete the form below. The eCOI system will create draft disclosure certification forms for each individual listed below. The system will also generate email notifications for each research team member listed below.

\* **Research Team Members:**

Add

Team Member	Subawardee Policies Apply
There are no items to display	

Research Project ID (or unique identifier):

\* **Project Name/ Short Title:**

\* **Project Sponsor:**

\* **Application Type:**

OK Cancel

Next click “Select” to open the drop-down menu for names:

https://eirbsandbox.rutgers.edu/?postback=1&form=0&qualifiedAttributeName=customAttributes.rese - Windows Internet Explorer

Add ResearchTeamMember

**INSTRUCTIONS:**

- Research team members not found on the following list must first register with eCOI.
  - All Rutgers faculty, students and staff can login and register directly with their assigned NetID and password by navigating to <https://eCOI.Rutgers.edu>
  - All Non-Rutgers personnel must complete the [guest account](#) request form. For more information, please [click here](#).

\* **Research Team Member:**

Select...

**NOTE FOR SUBRECIPIENTS:**

CHECK HERE ONLY IF:

This research team member is a subrecipient who will be complying with his/her institution's financial conflict of interest policy. (If so, an abbreviated certification will be created for this person, that asks them to upload their FCOI forms.)

For more information on subrecipients and FCOI, please review the [Investigator Conflict of Interest Policy 90.2.5](#).

\* Required

OK OK and Add Another Cancel

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.

https://eirbsandbox.rutgers.edu/?ActivityType=com.webridge.entity.Entity%5Boid%5B3364DFBF26EFE - Windows Internet Explorer

**Create Research Initiated Disclosure Certification**

**INSTRUCTIONS**

Use this form to certify research team member's financial disclosures.

**FOR ELECTRONIC IRB SUBMISSIONS:** If you have an IRB, go directly to <https://elRB.Rutgers.edu> . The eIRB system will create the financial disclosure records upon initial submission.

If not, you may continue:

**For IACUC, Previous Paper IRB Submissions, Funding Proposals, Grant, Contract, or Research Agreements;** please complete the form below. The eCOI system will create draft disclosure certification forms for each individual listed below. The system will also generate email notifications for each research team member listed below.

\* **Research Team Members:**

Team Member	Subawardee Policies Apply	
Bob Doe	no	<input type="button" value="Delete"/>
Jane Doe	no	<input type="button" value="Delete"/>

\* **Research Project ID (or unique identifier):**

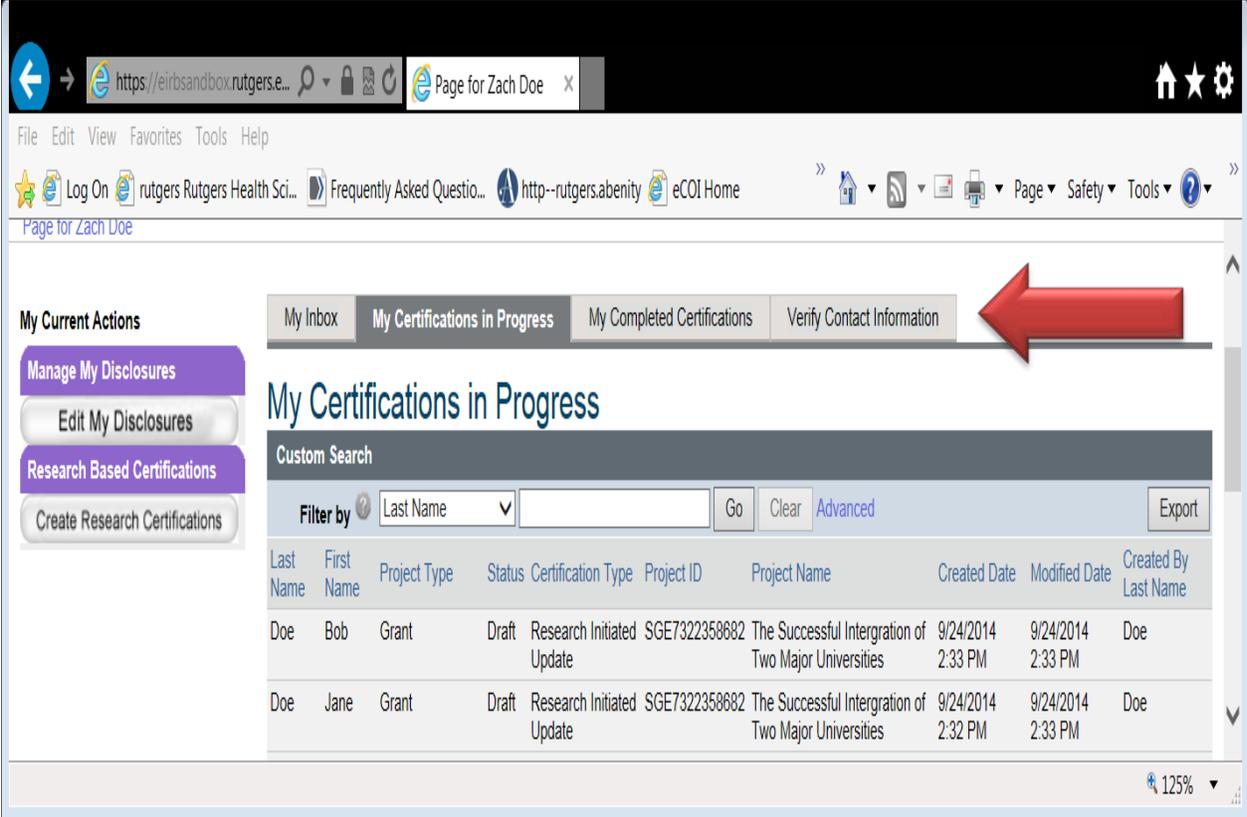
\* **Project Name/ Short Title:**

\* **Project Sponsor:**

\* **Application Type:**  ▼

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**”.



The screenshot shows a web browser window with the URL <https://eirbsandbox.rutgers.e...> and a page titled "Page for Zach Doe". The browser's address bar and menu bar are visible. The page content includes a navigation bar with tabs: "My Inbox", "My Certifications in Progress", "My Completed Certifications", and "Verify Contact Information". A red arrow points to the "My Certifications in Progress" tab. Below the navigation bar, there is a section titled "My Current Actions" with buttons for "Manage My Disclosures", "Edit My Disclosures", "Research Based Certifications", and "Create Research Certifications". The main content area is titled "My Certifications in Progress" and features a "Custom Search" section with a "Filter by" dropdown set to "Last Name", a search input field, and buttons for "Go", "Clear", "Advanced", and "Export". Below the search section is a table with the following data:

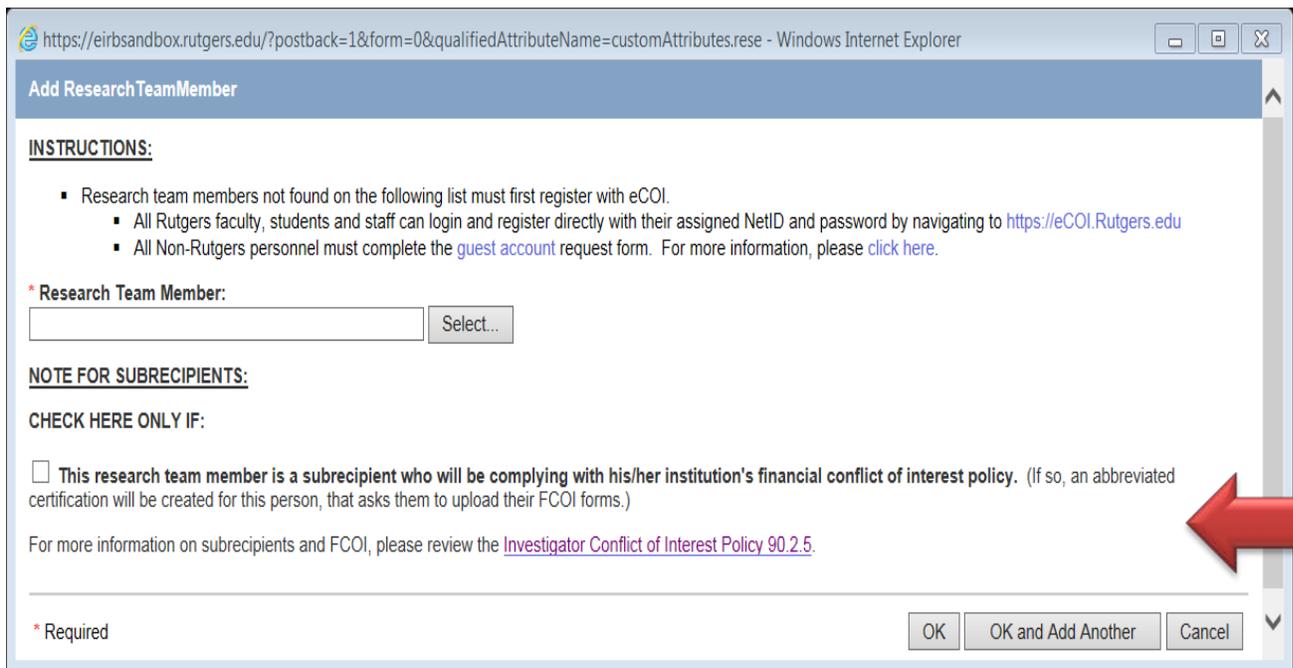
Last Name	First Name	Project Type	Status	Certification Type	Project ID	Project Name	Created Date	Modified Date	Created By
Doe	Bob	Grant	Draft Update	Research Initiated	SGE7322358682	The Successful Intergration of Two Major Universities	9/24/2014 2:33 PM	9/24/2014 2:33 PM	Doe
Doe	Jane	Grant	Draft Update	Research Initiated	SGE7322358682	The Successful Intergration of Two Major Universities	9/24/2014 2:32 PM	9/24/2014 2:33 PM	Doe

The browser's status bar at the bottom shows a zoom level of 125%.

## 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.



https://eirsandbox.rutgers.edu/?postback=1&form=0&qualifiedAttributeName=customAttributes.rese - Windows Internet Explorer

**Add Research Team Member**

**INSTRUCTIONS:**

- Research team members not found on the following list must first register with eCOI.
  - All Rutgers faculty, students and staff can login and register directly with their assigned NetID and password by navigating to <https://eCOI.Rutgers.edu>
  - All Non-Rutgers personnel must complete the [guest account](#) request form. For more information, please [click here](#).

\* **Research Team Member:**

**NOTE FOR SUBRECIPIENTS:**

**CHECK HERE ONLY IF:**

**This research team member is a subrecipient who will be complying with his/her institution's financial conflict of interest policy.** (If so, an abbreviated certification will be created for this person, that asks them to upload their FCOI forms.)

For more information on subrecipients and FCOI, please review the [Investigator Conflict of Interest Policy 90.2.5](#).

\* Required

## 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.

A rectangular button with rounded corners and a light gray gradient, containing the text "Printer Version" in a dark gray font.

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.
4. Click the Printer Version button in your workspace