Rutgers eCOI Quick Reference Guide for Committee Members

LOGIN

How to log in to the eCOI system
1. Go to https://eCOI.Rutgers.edu
2. Enter your Rutgers Net-ID 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.**

WORKSPACE TABS

- **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 by clicking the "My Disclosures" link located in the "Shortcuts" section.
- **My Assigned Reviews** - This section lists all disclosure certifications assigned to you for review. Click on the "Name" link to review the certification; enter your comments via the "Log Private Comments" activity.
- **Upcoming Meetings** - This section lists all upcoming COI meetings.
- **Past Meetings** – This section lists past COI meetings.

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.