October 2022

eCOI+ Step-by-step Guide

I. Login

This guide is intended for individuals who are not involved in research. For guidance for researchers please see contact COIOffice@research.rutgers.edu

To begin, navigate your browser to http://eCOI.Rutgers.edu

You can also login to your portal and click the Ethics Armor icon under MyApps, or follow the links at http://uec.rutgers.edu

Click on the “NetID Login” link, and login using your Rutgers NetID and Password.
II. My Inbox

Click Create Annual Certification under the “My Current Actions:” heading to begin. A dialog box will open confirming that you want to “Create Annual Disclosure Certification.” Click “Ok” to create the certification.
This will create a 1 under “My Pending Disclosure Certifications.” Click on that box to open your certification.
A. COI Submissions

You may now complete begin your certification by clicking the “Start/Edit Submission” under My Current Actions. You can also see the status of your certification in the Progress Bar.
B. Institutional Roles and Reviewer

Choose all options that apply: Staff, Faculty, PI/Researcher, Student involved in research, non-Rutgers employee, etc.

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**Annual Certification for Casey Woods: Institutional Roles**

Within the University, the information provided in your disclosure is confidential and is only used for the purposes of reviewing for potential operational, ethics, or conflicts of interest concerns by the Conflict of Interest Committee, University Ethics and Compliance, and other University offices with oversight responsibilities, as appropriate. Generally, ethics disclosure information for non-researchers is considered a confidential personnel record and is not subject to public disclosure. However, under certain circumstances due to research grant funding requirements, the University is required to make personal financial disclosure information publicly available to comply with federal and State law.

1.8 * Select ALL that apply, I am a:

- [ ] Rutgers University faculty member
- [ ] Rutgers University Principal Investigator or researcher
- [ ] Rutgers University student involved in research
- [ ] Non-Rutgers employee involved in research at Rutgers
- [ ] Non-Rutgers student who is involved in research at Rutgers

* Please enter and select your COI Monitor, Direct Supervisor, Department Chair or Dean (if you have a Research Dean, please select your Research Dean): ...

Are you directly or indirectly involved in any research at this institution? This includes, but is not limited to, being listed on any funding proposal, awarded grant, contract, research agreement, IRB, or IACUC submission.

Conflicts of Interest | Rutgers Research

Additional Links:
- Policy Library
- Plan Language Guide
- Code of Conduct
- Scholarly Capacity FAQ
- OAQ Staff Policy
- OAQ RIRIS Policy
- OAQ Faculty Policy
Click the check boxes for your role, and type in the first and last name of your Direct Supervisor, Chair, or Dean, as appropriate. Double-check that the department and email address is accurate. Select whether you are a full-time or part-time employee.

In the Job Duties section, type in a brief description of your duties with the University (e.g. Lecturer, Administrator, Professor, etc.).

Click continue to move to the next page in the form.
C. Ethics Disclosures

This section is intended to gather information to screen for potential conflicts of interest as defined by the New Jersey State Ethics Commission and the Rutgers University Code of Ethics: General Conduct.

Please answer all the questions. If you select “yes” you may be asked to disclose additional details. Please click the Continue button to navigate through the certification. If you have questions, please contact ethics@uec.rutgers.edu

Click continue to move on to the next page.
D. International Collaboration

Rutgers University encourages collaborative partnerships, these questions are intended to ensure that we are meeting federal guidelines when working with international collaborators. If you have any questions, please contact internationalcollaboration@rutgers.edu

Answer the four questions and click “Continue.”

If you answer yes to any questions, you will be asked to include additional details.

If you are not a faculty member, and not involved in research, you will proceed directly to the Final Page & Next Steps section.
E.  **Outside Activity Questionnaire**

On this page you will be asked to provide details regarding your outside employment or leadership position in a volunteer organization. Click the “Add Disclosure” button to begin, which will ask you questions regarding your outside activities. Fill out the answers to all the required questions.

Click “Add Disclosure” again if you have more than one outside activity. You may also edit your submissions or delete submissions if you are no longer involved with a particular outside organization or activity.

Click **continue** to move on to the next page.
F. Scholarly Capacity Disclosure – FACULTY ONLY

On this page you will be asked to provide details regarding your scholarly activity. Click the “Add Disclosure” button to begin. Fill out the answers to all the required questions regarding authorship and attending academic events/conferences/seminars, etc.

Click “Add Disclosure” again if you have attended more than one academic event. You may also edit your submissions or delete previous submissions.

Click continue to move on to the next page.
G. Research Related Disclosure – RESEARCHERS ONLY

On this page you will be asked to provide disclosures which are required for researchers. Fill out the answers to all the required questions. If you check “Yes” to the first question, you will be prompted to provided additional details.

Click “Continue” to proceed to the next page.
H. Final Page & Next Steps

Once you have completed your form, click “Yes” when you are ready to submit. You may also click the “Validate” button to ensure there are no errors. Please note that if you click “Yes” and Save and Exit, your form will be submitted for review. If there are any errors in your form or areas not complete, you will be notified at this time.
I. Status

Once you have successfully submitted your form it will proceed through the review process as appropriate.