

October 2022

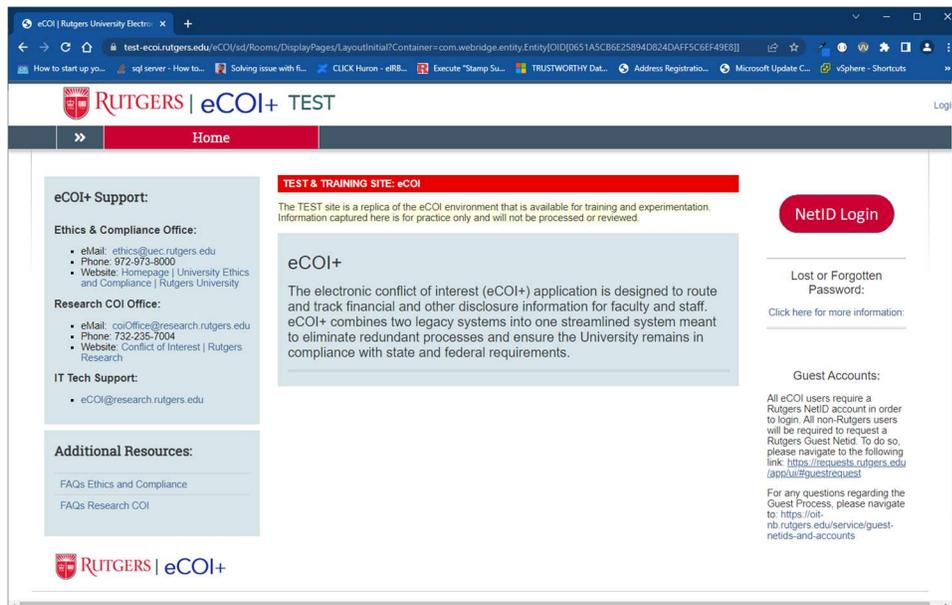
eCOI+ Step-by-step Guide

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.

RUTGERS | eCOI+ TEST

Navigation: >> **My Inbox** Home COI Submissions

My Inbox | My Certifications in Progress | Completed Certifications | Attendance At Event Submissions | Recently Viewed Items

My Current Actions:

My Roles
Select the appropriate role in the system. Each role will display a different Inbox.
My Inbox
Ethics Office Inbox

Annual Certifications
If your Annual Certification is due, click on the Create Annual Certification button below.
Create Annual Certification

Create Attendance At Events
As needed when attending events away from the university.
Attendance at Event

ACTION REQUIRED:
PLEASE READ: Your Annual Certification is Due.
To begin, click on the **Create Annual Certification** option on the left. This message will disappear upon submission.

Pending Items - Items requiring action
Click on the boxes below to view the pending items. Refresh your browser to update results.

My Pending Disclosure Certifications 0	My Pending - Attendance At Events submissions 0	My Pending Departmental Reviews - Disclosures 2	My Pending Departmental Reviews - Attendance At Events Submissions 0	My Overdue Monitor Report(s) 0
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Submission Details for Discloser

First Name	Last Name	Last Submission Date	Annual Due Date	Notes
Casey	Woods			PLEASE READ: Your Annual Certification is Due. To begin, click on the Create Annual Certification option on the left. This message will disappear upon submission.

This will create a 1 under "My Pending Disclosure Certifications." Click on that box to open your certification.

The screenshot shows the Rutgers eCOI+ TEST interface. The top navigation bar includes 'My Inbox', 'Home', and 'COI Submissions'. The left sidebar contains sections for 'My Current Actions', 'My Roles', 'Update/Edit Certifications', 'Annual Certifications', and 'Create Attendance At Events'. The main content area has tabs for 'My Inbox', 'My Certifications in Progress', 'Completed Certifications', 'Attendance At Event Submissions', and 'Recently Viewed Items'. A yellow banner reads: 'PLEASE READ: Your Annual Certification is Due. To begin, click on the Create Annual Certification option on the left. This message will disappear upon submission.' Below this is a 'Pending Items - Items requiring action' section with five boxes: 'My Pending Disclosure Certifications' (1), 'My Pending - Attendance At Events' (0), 'My Pending Departmental Reviews - Disclosures' (2), 'My Pending Departmental Reviews - Attendance At Events Submissions' (0), and 'My Overdue Monitor Report(s)' (0). A red arrow points to the '1' in the first box. Below the pending items is a 'Submission Details for Discloser' table with columns for First Name, Last Name, Last Submission Date, Annual Due Date, and Notes. The table shows a row for 'Casey Woods' with a 'PLEASE READ: Your Annual Certification is Due. To begin, click on the Create Annual Certification option on the left. This message will disappear upon submission.' note.

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.

CURRENT STATE:
Draft

My Current Actions

Start/Edit Submission

Printer Version

Submit for Review

Withdraw

Add Attachments

DISCLOSURE CERTIFICATION NOT YET SUBMITTED

NOTE: Your disclosure certification is not yet submitted. To get started: Click on the "Start / Edit" button to the left. Your disclosure certification **WILL NOT** be submitted for review until you complete all of the required smart form questions, and click on the "Submit for Review" activity located on the left side of your screen.

This message will disappear once you have successfully submitted this form.

Annual Certification for Casey Woods 2022 Type: Annual Certification ID#: DC00258198

CONTACT INFORMATION	DISCLOSER INFORMATION
DISCLOSER: Casey Woods	SUBMISSION TYPE: Annual Certification
EMAIL: caseywoo@uec.rutgers.edu	SUBMISSION DATE:
PHONE: 973-972-1887	ROLES:
DEPARTMENT: UFA-University Ethics & Compliance	Rutgers University staff member
DEPARTMENTAL REVIEWER/SUPERVISOR: Eugene Simon	Rutgers University faculty member
DEPARTMENT EMAIL: simoneu@uec.rutgers.edu	Rutgers University Principal Investigator or researcher
DEPARTMENT PHONE:	RUTGERS JOB DUTIES: ethics and stuff
CURRENT OWNER:	IS BARNABAS?
	MANAGEMENT PLAN:

Progress Bar

Draft
In Review
Under Management Plan
Complete

B. Institutional Roles and Reviewer

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

The screenshot shows the Rutgers eCOI+ TEST interface. At the top, the Rutgers logo and 'eCOI+ TEST' are visible, along with the user name 'Hello, Casey Woods'. The main navigation menu on the left includes 'Institutional Roles', 'Disclosure and COI Training', 'Ethics Disclosures', 'License Disclosures', 'ASC Disclosures', 'Waiver Disclosures', 'Relatives Disclosures', 'International Collaboration', 'Outside Activity Questionnaire (OAQ) Annual Disclosure', 'Scholarly Capacity Annual Disclosure', 'Research Related Disclosure - What to Disclose', and 'Final Page & Next Steps'. The current page is titled 'Annual Certification for Casey Woods: Institutional Roles' and is in 'Editing' mode for ID 'DC00258198'. The main content area contains a question '1.0 * Select ALL that apply, I am a:' with five radio button options: 'Rutgers University staff member', 'Rutgers University faculty member', 'Rutgers University Principal Investigator or researcher', 'Rutgers University student involved in research', and 'Non-Rutgers employee involved in research at Rutgers'. Below these is a text input field for 'Non-Rutgers student who is involved in research at Rutgers' and a dropdown menu for 'Please enter and select your COI Monitor, Direct Supervisor, Department Chair or Dean (if you have a Research Dean, please select your Research Dean)'. A right-hand sidebar provides additional information and links, including 'Conflict of Interest | Rutgers Research', 'Homepage | University Ethics and Compliance | Rutgers University', and 'Additional Links' such as 'Policy Library', 'Plain Language Guide', 'Code of Conduct', 'Scholarly Capacity FAQ', 'OAQ Staff Policy', 'OAQ RBHS Policy', and 'OAQ Faculty Policy'. At the bottom right, there are buttons for 'Exit', 'Save', and 'Continue'.

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.

Generally, every employee must disclose information for their research to determine if a conflict of interest exists and is not subject to the circumstances due to research grant funding requirements, the University is required to make personal financial disclosure information available to the public in accordance with federal and State law. [Go to forms menu](#) [Print](#) [Help](#)

1.0 * Select ALL that apply, I am a:

- Rutgers University staff member
- 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):

eugene simo ...

First	Last	Department	Parent	E-Mail Address
Eugene	Simon	UFA-University Ethics & Compliance	Univ Finance & Administration	simoneu@uec.rutgers.edu

Creating Reference Manuals for online disclosure systems

* Employment Status:

- Full-Time
- Part-Time

[Clear](#)

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.

[Conflict of Interest | Rutgers Research](#)

[Homepage | University Ethics and Compliance | Rutgers University](#)

Additional Links:

[Policy Library](#)

[Plain Language Guide](#)

[Scholarly Capacity FAQ](#)

[OAQ Staff Policy](#)

[OAQ RBHS Policy](#)

[OAQ Faculty Policy](#)

[Exit](#) [Save](#) [Continue](#)

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.

Ethics Disclosures
Required for all employees (faculty/staff) - University Ethics and Compliance | Rutgers University

1.0	<p>* Do you currently hold an active Professional license issued by the State of New Jersey? <input type="radio"/> Yes <input type="radio"/> No Clear</p>	<p>This includes any license, permit, registration, certification, or commission issued by the State of New Jersey that entitles you to engage in a particular business, profession, trade or occupation. This could include, but is not limited to: a license to practice medicine, law, etc.</p>
2.0	<p>* Are you or any member of your immediate family an owner (more than 1%) or employee of a New Jersey medical cannabis permit holder, applicant, or entity? <input type="radio"/> Yes <input type="radio"/> No Clear</p>	<p>This section is not intended to request information regarding use of cannabis. The State of New Jersey requires disclosure if University employees or immediate family members are owners, co-owners, or employees of NJ licensed/permitted medical or personal-use cannabis businesses.</p>
3.0	<p>* Are you or any member of your immediate family an owner (more than 1%) or employee of a New Jersey personal use cannabis license holder, applicant, or entity? <input type="radio"/> Yes <input type="radio"/> No Clear</p>	<p>This section is not intended to request information regarding use of cannabis. The State of New Jersey requires disclosure if University employees or immediate family members are owners, co-owners, or employees of NJ licensed/permitted medical or personal-use cannabis businesses.</p>
4.0	<p>* Are you or any member of your immediate family employed by a New Jersey casino license holder or an applicant for a New Jersey casino license? <input type="radio"/> Yes <input type="radio"/> No Clear</p>	
5.0	<p>* Do any of your family relatives or household member(s) work at Rutgers University? <input type="radio"/> Yes <input type="radio"/> No Clear</p>	<p>Family or household member includes: spouse, domestic partner, civil union partner, child, parent, sibling, in-law, aunt, uncle, niece, nephew, grandparent, grandchild</p>

Exit Save **Continue** →

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 | eCOI+ TEST Hello, Casey Woods ▾

Validate Compare <<

You Are Here: Annual Certification for Casey...

Editing: DC00258254 Go to forms menu Print Help

International Collaboration

Required for all employees (faculty/staff) - International Collaboration in Research and Other Activities | University Ethics and Compliance | Rutgers University

1.0 * Do you participate in a foreign/international talent recruitment program?
 Yes No [Clear](#)

2.0 * Do you have an appointment, affiliation, or other relationship outside RU with a foreign entity/institution?
 Yes No [Clear](#)

NSF Definition of Foreign Talent Recruitment Program
 As defined by the U.S. Office of Science and Technology Policy's National Security Presidential Memorandum 33 (NSPM-33) (link is external) a foreign government-sponsored talent recruitment program is an effort organized, managed, or funded by a foreign government, or a foreign government instrumentality or entity, to recruit science and technology professionals or students (regardless of citizenship or national origin, or whether having a full-time or part-time position).

As defined by the National Institutes for Health Foreign Institution An organization located in a country other than the United States and its territories that is subject to the laws of that country, regardless of the citizenship

Exit Save **Continue** →

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

RUTGERS | eCOI+ TEST Hello, Casey Woods ▾

You Are Here: Annual Certification for Casey...

Editing: DC00258254 Go to forms menu Print ▾ Help

Outside Activity Questionnaire (OAQ) Annual Disclosure for Casey Woods

The Outside Activity Questionnaire Disclosure (OAQ) is required **annually** for all staff and faculty .

The OAQ is required for anyone receiving compensation (in any capacity) from the University including but not limited to all full-time faculty and staff, part-time faculty and staff, those receiving a stipend, and temporary employees.

University Ethics and Compliance | Rutgers University

1.0 The OAQ is required annually for all staff and faculty. Please click on the + Add Disclosure button to create a new OAQ.

+ Add Disclosure

*** Pending OAQ Disclosures:**

Edit/View	ID Name	Organization	Org Write-In	Compensation	Role	Modified Date	Remove
There are no items to display							

Previously Reviewed OAQ submissions:

Reviewed OAQ Disclosures:

Name	Organization	Org Write-In	Compensation	Role	Modified Date	View
There are no items to display						

In addition to being a requirement under the New Jersey Conflict of Interest Law, Rutgers requires you to complete the OAQ to ensure the integrity and reputation of the University and to help our faculty and staff avoid potential conflicts of interest. The OAQ is also designed to allow a supervisor or department chair to identify overlap with duties and responsibilities or conflicts with employee time. Also know that Rutgers will never ask for your personal political or religious affiliations as part of the OAQ.

Exit Save **Continue** →

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

Scholarly Capacity Annual Disclosure (SCAD) for Casey Woods

The Scholarly Capacity Annual Disclosure (SCAD) is required **annually** for faculty.

Scholarly Capacity is a State Ethics Commission designation for work being performed by individuals employed in State institutions of higher education with an academic designation. Employees with an academic designation may receive certain limited benefits from external sources related to the presentation of their scholarly works.

Faculty Ethics Disclosures and the SCAD | University Ethics and Compliance | Rutgers University

1.0

The SCAD is required annually for faculty. Please click on the + Add Disclosure button to create a new SCAD.

+ Add Disclosure

*** Pending SCAD Disclosures:**

Edit/View	ID	Name	Modified Date	Remove
There are no items to display				

Previously Reviewed SCAD submissions:

Reviewed SCAD Disclosures:

Name	Modified Date	View
There are no items to display		

What is a "benefit" for the purposes of the SCAD?

Benefits, broadly defined means any "thing of value" received due to your participation in a scholarly event. This could be reimbursement or waiver of fees for meals, travel, lodging, registration, etc. Faculty are permitted to accept payment, reimbursement, and/or waiver of costs for scholarly events, as long as they are related to the event. For example, if you are invited to attend a scholarly conference in Chicago, and the conference sponsor offers to pay for your flight, hotel, and conference registration, even if the meals are included in the registration, faculty are permitted to accept these benefits, however they must be disclosed on the SCAD.

The SCAD will ask you to provide the type of benefit received, an overall dollar amount, and the name of the

Exit Save Continue

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

Validate Compare

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Go to forms menu Print Help

Research Related Disclosure - What to Disclose

Required for all research related disclosures: Conflict of Interest | Rutgers Research

1.0

*** Are there any outside organizations or companies with which you or an immediate family member has a relationship as described below?** Yes No [Clear](#)

For the question above, 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 interests from foreign and domestic sources, 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 United States federal, state, or local government agencies, domestic institutions of higher education, academic teaching hospitals, medical centers; or research institutes affiliated with a domestic 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

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.

Additional guidance:
[Conflict of Interest | Rutgers Research](#)

✕ Exit
💾 Save
Continue →

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.

The screenshot shows the 'Final Page & Next Steps' form in the eCOI+ system. The page title is 'Editing: DC00258254'. The left sidebar contains a navigation menu with items like 'Institutional Roles', 'Disclosure and COI Training', 'Ethics Disclosures', 'International Collaboration', 'Outside Activity Questionnaire (OAQ) Annual Disclosure', 'Scholarly Capacity Annual Disclosure', and 'Research Related Disclosure - What to Disclose'. The 'Final Page & Next Steps' item is highlighted in orange. The main content area is titled 'Final Page & Next Steps' and includes 'Completion Instructions'. A large red arrow points to the 'Validate' button in the top navigation bar. Another red arrow points to the 'Ready to submit?' section, which contains a radio button for 'Yes' and a 'Clear' link. A third red arrow points to the 'Save & Exit' button at the bottom right. The form also includes an attestation section with five numbered steps for certification and agreement.

Final Page & Next Steps

Completion Instructions

1.0

Please take the following steps.

- 1) In the smart form navigation toolbar (top-left), select “**Validate**” to validate that this form is complete.
Correct any errors or finish any incomplete sections.
Do this until you see the message “No errors or warnings found”.
- 2) Save and submit:
*** Ready to submit?** (If not yet ready to submit, select No)
 Yes No [Clear](#)
Click on “**Save and Exit**” below.

NOTE: Once you are ready to submit, you can also click on the “**Submit for Review**” activity located on the submission workspace.

Attestation:

1. I certify that all information contained in this form is accurate to the best of my knowledge and I understand that making a material omission or including false or misleading information may lead to disciplinary action.
2. I hereby acknowledge that I have received, read, and understand that I am bound by the:
 - a. All Rutgers Faculty and staff: Rutgers University Code of Ethics: General Conduct ; Policy 60.3.2; Policy 60.5.8; Policy 60.9.21.
 - b. All Rutgers affiliates involved in research: the Financial Conflict of Interest Policy.
 - c. All non-Rutgers affiliates, their home institution’s Conflict Of Interest policy
3. I affirm that the information provided is to the best of my knowledge true and complete and does not misstate any facts.
4. I will provide any additional information as requested by the Conflict of Interest Committee, and University Ethics and Compliance
5. 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.

Conflict of Interest | Rutgers Research

University Ethics and Compliance | Rutgers University

- Code of Ethics
- Policy 60.3.2
- Policy 60.5.8
- Policy 60.9.21

Save & Exit

I. Status

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

Help

CURRENT STATE:
Departmental Review

My Current Actions

View Submission

Printer Version

View Differences

Edit-Update Submission

Add Attachments

Administrative Bypass

Withdraw

Congratulations! You have successfully submitted your COI certification. To check for more pending items requiring action, please click on the My Inbox tab located on top of your screen.

Annual Certification for Casey Woods 2022 Type: Annual Certification ID#: DC00258254

CONTACT INFORMATION	DISCLOSER INFORMATION
DISCLOSER: Casey Woods	SUBMISSION TYPE: Annual Certification
EMAIL: caseywoo@uec.rutgers.edu	SUBMISSION DATE: 10/18/2022
PHONE: 973-972-1887	ROLES:
DEPARTMENT: UFA-University Ethics & Compliance	Rutgers University staff member
DEPARTMENTAL REVIEWER/SUPERVISOR: Eugene Simon	Rutgers University faculty member
DEPARTMENT EMAIL: simoneu@uec.rutgers.edu	Rutgers University Principal Investigator or researcher
DEPARTMENT PHONE:	RUTGERS JOB DUTIES:
CURRENT OWNER:	admin
	IS BARNABAS?
	PORTFOLIO BASED MANAGEMENT PLAN:
	PROJECT BASED MANAGEMENT PLAN:

Draft

In Review

Under Management Plan

Complete