

eCOI User Quick Guide

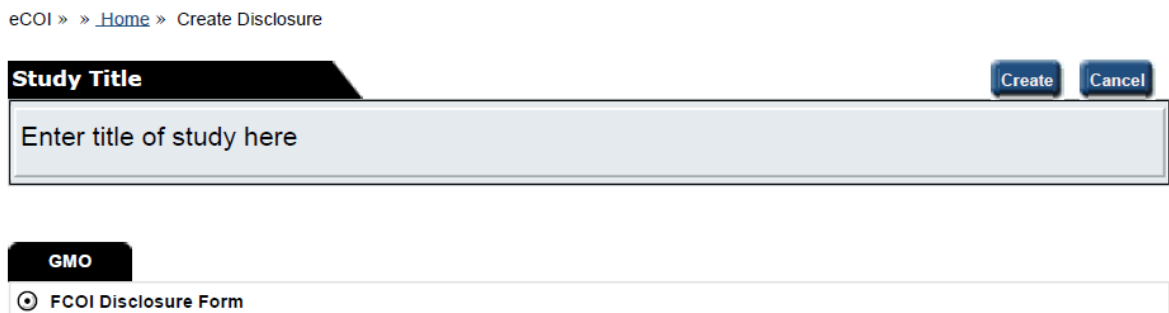
1. **Login**
2. Click **COI** on the menu bar
3. Select **Investigator>>Create COI**, as shown in Figure 1.

Figure 1 - Investigator Home Menu Option



4. Enter the title of your research study in the **Study Title** textbox.
5. Select **FCOI Disclosure Form**, as shown in Figure 2.

Figure 2 - Create COI Disclosure Page

A screenshot of the 'Create COI Disclosure' page. At the top, there is a breadcrumb trail: eCOI > > Home > Create Disclosure. Below this, there is a section titled 'Study Title' with a text input field containing the placeholder text 'Enter title of study here'. To the right of the input field are two buttons: 'Create' and 'Cancel'. Below the 'Study Title' section, there is a section titled 'GMO' with a radio button selected next to the option 'FCOI Disclosure Form'.

6. Complete **Reporting Information** tab
7. **Administrative Contact** tab is optional
8. Select **Create**
9. Form opens
10. Select **Next** to complete disclosure form
11. If you have a potential SFI and select “yes” to any of the questions, an **Add** box will appear prompting you to enter further details of your potential SFI. Enter details then select **Save**. You are required to attach a personal statement explaining the nature of your potential SFI in the **Attachment** section. Select **Add** to attach your document.
12. Complete **Certifications**
13. **Submit Form**

You may check the form for completeness at any time.