Administrative Users’ Guide to eCOI

Reviewing Employee Annual Certifications
Reviewing Employee Financial Disclosures Related to Research
Reviewing and Approving/Disapproving Employee External Activities
The purpose of this guide is to provide an overview for Deans, School Chairs, and unit administrators of how to use eCOI to review employee Annual Certifications, review employee financial disclosures related to research, and review and approve/disapprove external activities (consulting, advisory boards, etc.) that have been reported in eCOI.

Who has access to this application: Only those individuals designated as “School Officials,” “Chairs,” or “Department Administrators” by the Deans’ Offices and the COI Office in eCOI have access to the administrative functions of the system. If you are a Dean, your administrative views will be limited to information on persons in your College. If you are a Chair or a Department Administrator, your administrative views will be limited to information on persons in your School, Department, or Unit.

The system has detailed access control to ensure only appropriate individuals have access to appropriate information. The Georgia Tech Conflict of Interest Management Office is the only entity that has complete access to the information you submit.
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ACCESSING eCOI

In order to access this online system, you will need a computer that has the ability to connect to the Internet. This system is intended for use with Mozilla Firefox. It works with the most commonly supported browsers, such as Safari, Chrome, and Internet Explorer 8. However, users have experienced functional problems when using Internet Explorer 9. We strongly recommend using Mozilla Firefox. You may download Mozilla Firefox through the following website: http://www.mozilla.org/en-US/firefox/fx/

Instructions:

- Open your internet web browser and type or copy/paste the following information into the address bar https://eCOI.research.gatech.edu
- Log in to the system by using your Techworks ID and password.

A Georgia Tech Username and Password are required to log into the eCOI system. Georgia Tech usernames and passwords are provided by the Georgia Tech OIT Department to faculty and staff when hired. This should be the same password you use to log into Techworks. If you do not know your username and password, please contact the OIT Helpdesk at 404-894-7173.
Reviewing and Managing Annual Certifications

The next page you will see is the Administrator Home Page

Section Highlights:
- Search for and run reports on Annual Certifications from your Administrator Home page

Instructions:
- From the Administrator Home page, click “Search and Report Annual Certifications (ACs)”
Annual Certifications

Section Highlights:
- Search for and review Annual Certifications
- Customize search using several different options
- Track employee completion and compliance

Instructions:
- Search by selecting one or more of the reporting fields
Annual Certifications

Section Highlights:
• Email a reminder to all employees or remind specific individuals to Complete their annual Certification

Instructions:
• Click “Email Reminder”
Annual Certifications

Section Highlights:
- Email a reminder to all employees or remind specific individuals to Complete their annual Certification

Instructions:
- Click “ADD RECIPIENT”
Annual Certifications

Section Highlights:
- Email a reminder to all employees or remind specific individuals to Complete their annual Certification

Instructions:
- Select individual employees or check “Select All” to email all employees who have not completed their Annual Certifications.
Review Employee Financial Disclosures Related to Research

Section Highlights:
- Search for and run reports on employee financial interest disclosures related to specific sponsored research projects

Instructions:
- From the Administrator Home page, click “Search Investigator Financial Interest in Research Individual Reports (IFIRRs)”
Review Employee Financial Disclosures Related to Research

Section Highlights:
- Search for and review IFIRRs
- Customize search using several different options

Instructions:
- Search by selecting one or more of the reporting fields
- View an individual’s IFIRR by clicking on “View Report”
Reviewing and Approving/Disapproving External Activities

Section Highlights:
- Search for and run reports on External Activities

Instructions:
- From the Administrator Home page, click “Search & Report External Activity Reports (EARs)”
Section Highlights:
- Search for and review External Activities
- Customize search using several different options
- Provide Approval/Disapproval for External Activities

Instructions:
- Search by selecting from the reporting options, by last name, state, or a combination of several options
External Activities

Reviewing External Activities

Instructions:
- Click “View Report” to review the proposed External Activity
- Click “View Details/Approve” to approve or disapprove the External Activity
External Activities

View Details/Approve

Instructions:
• Click on the “Approve/Deny Form” box
• Select “Approval” action (Approve, Disapprove, Request Revisions, Review Not Performed)
• Input notes as appropriate
• Upload/attach documentation as needed
• Transaction History tab maintains a detailed audit trail
NEED ADDITIONAL HELP?

**Contact Information**

Georgia Tech Conflicts of Interest Management Office:

505 10th St NW
Atlanta, GA 30332

Phone: (404) 894-4819
Fax: (404) 385-2078
Email: COL@gatech.edu
Website: [http://www.industry.gatech.edu/innovators-entrepreneurs/conflict-of-interest](http://www.industry.gatech.edu/innovators-entrepreneurs/conflict-of-interest)

GTRI Ethics and Compliance Office:

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