Changes to the e-COI System: New/modified administrative features effective Jan 10, 2013

Available to: Individuals with the following roles in eCOI:

- Restricted Viewer: Global
- Restricted Viewer: College
- Restricted Viewer: Department

Summary of changes to administrative features:

1. **Searchable "PHS Funded" Flag**
2. **Previously entered Travel reports and Award Specific reports are visible**
3. **Future Travel and Award Specific disclosures will be submitted in eCOI as “Events”**

Details:

1. **Searchable "PHS Funded" Flag:** You can now search for reporters (whose data you have access to) by the “PHS Funded” flag. This could be helpful when you are trying to figure out how many such reporters you have, and if there are any whose status should be changed.
   
   Note: This flag is manually set by the COI team and is not synchronized with EZRA. All reporters currently listed in EZRA as PIs, Co-PIs, or Key Personnel on active PHS awards, have been assigned a “PHS funded” status.

   From the “View Reports” menu, click on “Search COI Reports”

   For the search parameter “PHS/42 CFR 50 Agency”, select from a drop down list of “PHS funded”, “Non PHS funded” or “All”. The default setting is “All”

2. **Previously entered Travel reports and Award Specific reports are visible:** You will now be able to see the Travel and Award specific reports that reporters had submitted using Qualtrics and any new Travel and Award reports that they submit using eCOI.

   To see the Travel and Award specific report or the NIH training status:
   a. Search for the individual from the “Search COI Reports” and enter the search parameter/s.
   b. On the “View COI Reports” Page, click on the name of the individual for whom you are seeking information.
   c. Status information for the report is available as it was before.
d. You will then be redirected to the reporter’s Home page:

3. **Future Travel and Award Specific disclosures will be submitted as “Events” in eCOI**: Reporters now have the ability to update their annual reports with “events” that are related to their external interests or commitments. The types of “Event” reports that can be filed in eCOI are:
   
   a. New or modified external interest or commitment (*available to all reporters*)
   b. Sponsored or reimbursed Travel (*visible only to PHS funded reporters*)
   c. PHS Award Specific Report (*visible only to PHS funded reporters*)

Qualtrics is no longer available for Travel or Award specific reporting. These reports must now be reported in eCOI. Instructions on how to create and submit these reports are available on the COI website ([http://www.oria.cornell.edu/COI/](http://www.oria.cornell.edu/COI/)).

Each new event report submitted by the reporter will show as a separate row in the Search results. The reports are in the order from the newest to the oldest.

In this example below, a search by last name “Verma” brought back 1 Annual Report and 3 separate “Event” reports under the same person “Verma, Amita”. If you click on the name from any of the rows, you will get to the reporter’s Home page.