Completing an Annual Certification

1. Login to eCOI
   a. Go to:  https://ecoi.research.gatech.edu/
   b. Enter your Techworks ID and password
   c. Review the information on the first page. Click ‘Continue’ at the bottom of the page.

2. Complete a new annual certification
   a. On the top of the page, in the highlighted area, click on “Complete Annual Certification Now”
   b. Page 1 is an overview of relevant policies
   c. If you completed any external activity reports they will appear on page 2 of the application. Add new external activities on page 2.
   d. If you received any conflict of interest management plans they will appear on page 3 of the application.
   e. After you verify the accuracy of your external activities and conflict management plans, answer all the questions on page 4 and certify the form at the bottom of page 5.

3 Information resources for questions/concerns:
   COI policies:  http://coi.research.gatech.edu/node/5
   Conflict of Interest Management Office:
   Phone:  404-894-6925
   Email:  coi@gatech.edu
   Website:  http://coi.research.gatech.edu