

# 700-U QUICK START GUIDE

## Enter eCOI System.

<https://or-forms.ucdavis.edu/>

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Use Firefox, Chrome, or the most up-to-date version of your chosen browser. You may need to log in using your Kerberos username and password.

Note: If you are not able to create a 700-U, you may need to have PI Access granted. Please email us at [or\\_coi@ou.ad3.ucdavis.edu](mailto:or_coi@ou.ad3.ucdavis.edu) for access.

## Create a New Project.

Click on yellow box, "700-U (Private Sponsors)"

Click on "Create New" 

Click on "Can't find your project?" Follow instructions in the box that pops up.



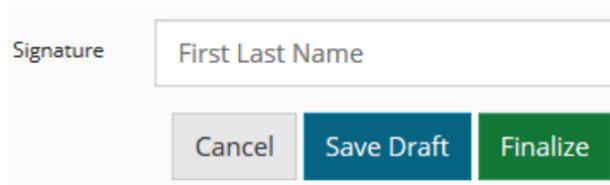
In the "Add Project" box, select "Non-PHS project" from the drop down and enter project name. Click blue "save" button.

## Complete 700-U Form.

Answer all questions on the form.

Note: Funding Entity Search may take a few moments to populate.

Type your name and click the green "Finalize" button.

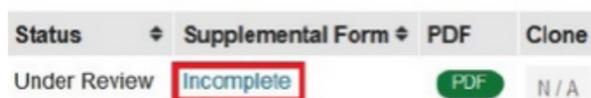


## Supplemental Form.

### DO I NEED TO COMPLETE THIS?

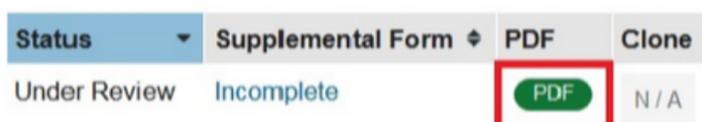
If you answered yes to any of the questions, you will need to complete a Supplemental Form.

Click on the 700-U tab and you will see a blue link under the "Supplemental Form" column. Click on "Incomplete" to access Form.



## Access a PDF Copy.

Access a PDF copy at any time by clicking the green PDF button:



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