Electronic Conflict of Interest (eCOI) System

ADD ADMIN
QUICK START GUIDE

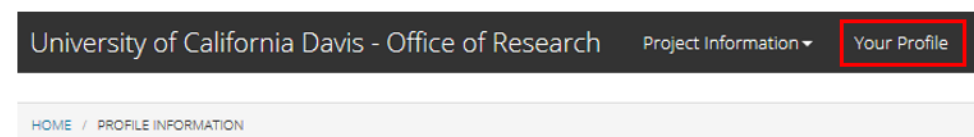**1**

Enter eCOI System.

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

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

Note: Only a PI can add an admin to their profile.

2

Add Admin.

Go to black bar at top of page, click "Your Profile"

Click on blue "**+ Add Administrative Contact**" link.

For multiple Admins, continue adding by clicking the same link.

3

What Your Admin Can Do For You.

**Admins can only assist with 700-U and Form 800.
PHS is excluded.**

- Initiate a 700-U or Form 800
- Enter the Project Information (title, dates, amount of $)
- Add IRB#s and Sponsor Name
- Add and remove investigators to Non-PHS projects
- Notify investigators that drafts are ready for Form 800s (only after the PI has submitted their form)
- Check status of co-investigators Form 800 filings

4

What Your Admin Can't Do For You.

- PHS forms cannot be initiated by Admins
- Gifts that have sponsors not in UCOP REMS
- Answer any Significant Finanical Interest (SFI) questions
- Sign your name
- Submit the form