

# eCOI ONLINE DISCLOSURE SYSTEM

## Administrator Quick Start Guide

Version 1.0 5/30/2017

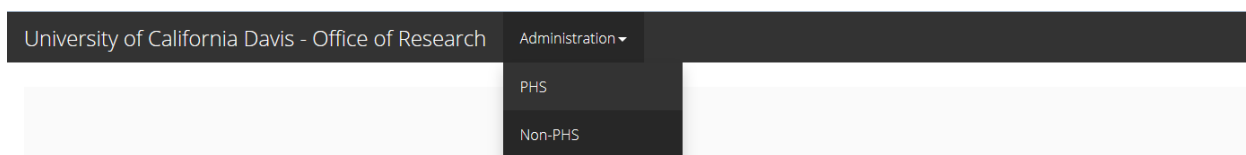
1

Go to <https://or-forms.ucdavis.edu> using either the Chrome or Firefox browser. Make sure Javascript is enabled.



2

Click on the Administration pull-down menu and select either PHS or Non-PHS research



3

Search for disclosures by type, investigator, project name, date range, or status.

Form Type	Investigator	Project	Date From	Date Through	Status	
Forms 700 and 800	<input type="text" value="Name"/>	<input type="text"/>	Start	03/1	Approv	Search

Note: The short title is displayed below, however searching by project title searches the full project title. The full title can be viewed by hovering over the displayed title.

4

Once you've found the disclosure that you want, click on the investigator's name to view the form as it was submitted. If you want the disclosure in PDF format, click the green button.

PDF

5

Need more help? Contact RCI at [or\\_coi@ucdavis.edu](mailto:or_coi@ucdavis.edu). For COI policies, go to <http://research.ucdavis.edu/policiescompliance/coi/>