

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"

Notifications

- Your new Annual Certification is due 4/6/2018. [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>