

# Committee of Visitors (COV)

## QUICK REFERENCE GUIDE



### The Committee of Visitors (COV) Module

The eJacket Committee of Visitors (COV) module displays all information necessary for COV members to conduct their formal review, including the jackets and documents relevant to a particular COV. Through the COV module, COV members can:

- Access jackets for review
- Find particular jackets by filtering or sorting
- Access COV documents such as previous COV reports and responses and annual program/division reports
- Enter institutional, individual, or proposal conflicts of interest

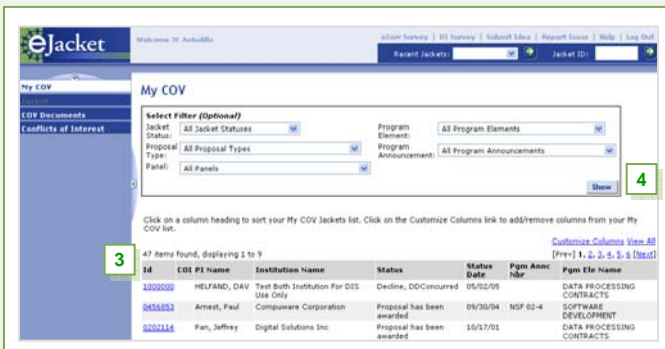
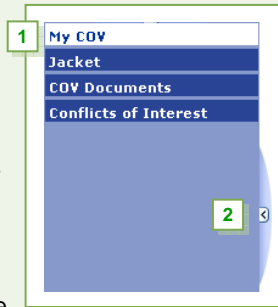


Log into the COV module by entering your COV ID, last name, and password. Upon logging in, you will be able to view a list of your assigned jackets.

### Navigating through the COV Module

You can easily navigate throughout the COV Module by using the navigation column.

1. The navigation column enables you to access My COV, the Documents Summary page for a jacket, COV Documents, and the Conflicts of Interest module.
2. To hide the navigation column to maximize horizontal screen space, click the arrow button to the right of the column. Click the arrow again to make the column re-appear.
3. Upon logging in, you will be directed to the My COV screen, which displays your assigned jackets. Click any of the column headings to sort this list.
4. You can filter jackets by status, proposal type, panel, program element, and/or program announcement in the filter area. Select desired filter(s) and click Show.

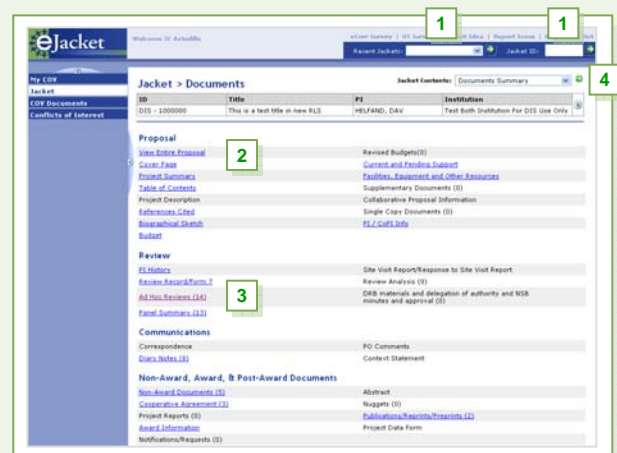


5. Once you have opened a jacket, navigate using the Documents Summary page for that jacket and/or the Jacket Contents drop-down menu.

### Opening and Navigating through a Jacket

The Documents Summary Page is the first screen you see when you open a jacket. It is located in the Jacket section of the navigation, and lists all documents that could be a part of the jacket.

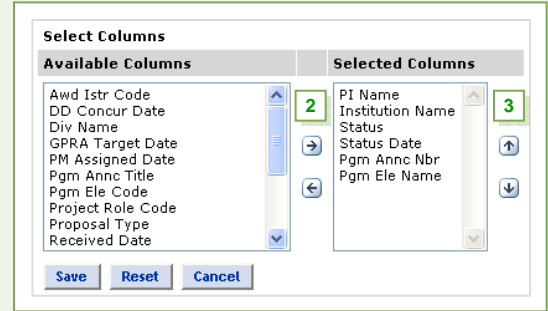
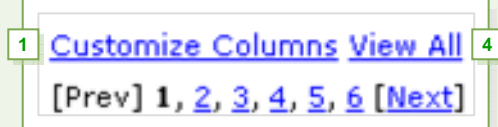
1. To open a jacket:
  - Click on the Jacket ID in the My COV list.
  - Enter the Jacket ID into the text box in the upper right corner of the screen and click the Go arrow.
  - Select a recently viewed jacket from the Recent Jackets drop-down menu in the upper right corner of the screen.
2. If a document has been added to the jacket, a hyperlink appears on the document name.
3. Numbers in parentheses display cases in which more than one file or text entry exists for a document type.
4. While the Documents Summary page tells you everything that could be in the jacket, the Jacket Contents drop-down displays only documents that are currently in the jacket. You can access Jacket Contents from any screen in the jacket, making it a convenient navigational tool.



### Customizing your List of Jackets on the My COV Page

You can customize your list of jackets on the My COV page by adding or removing columns, changing the order by which columns appear, or selecting to view your entire list on one or multiple screens.

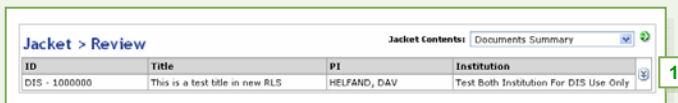
1. To customize the columns that display in your My COV jackets list, click the Customize Columns hyperlink.
2. To add or remove columns, move columns between the Available Columns and Selected Columns boxes with the left/right arrows between them.
3. To re-order your selected columns, click one of the column names in the Selected Columns box, and move it up or down with the second set of arrows to the right of the Selected Columns box.
4. To view all jackets on one screen, select the View All hyperlink. Once you view all, the hyperlink will change to the option View Paged. You can click it again to switch back to this paged view.



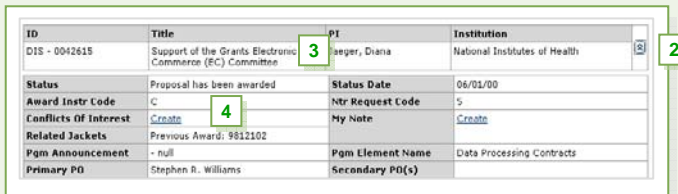
### Using the Jacket Info Bar

The Jacket Info Bar displays a great deal of information on all screens within the jacket.

1. To expand the Jacket Info Bar, click the down arrow button on the upper right side of the screen.



2. To collapse the Jacket Info Bar, click the up arrow button on the upper right side of the screen.



3. You can view the entire title from the expanded Jacket Info Bar.
4. You are can create a Proposal COI from within the Jacket Info Bar by clicking the Create hyperlink.

### Entering Conflicts of Interest

The COV module allows you to record existing conflicts of interest you may have with an institution, individual, or specific proposal by using the Conflicts of Interest (COI) tab.

While you may enter conflicts through the COI tab, you must contact your COV Administrator to update or delete conflicts.

1. Click the Conflicts of Interest tab in the navigation column.
2. To add a conflict, under the appropriate section (institutional, individual, or proposal), click the Add Conflict hyperlink.
3. Search for and select the appropriate institution, individual, or proposal.
4. Enter a conflict group name (if applicable) and click Finish.
5. The group name (if applicable) will be available for you to click to view details.

