

NEO Points of Contact

This list contains the current NEO Points of Contact for assistance with NEES, EMIS, the NIH Ethics Program website, the DEC/EC Outlook distribution list, Hoovers, Delegations of Authority, and more. If you need guidance on items not included on this list, please contact your [NEO Specialist](#).

Reminder: All non-NEES related ethics actions and requests should be submitted through EMIS with an email to the [NEO Action Coordinator](#) (cc your [NEO Specialist](#)).

Item	Contact	Phone
NEES / EMIS Employee based or EMIS administrative module questions, general processing, routing, or entry questions.	<ul style="list-style-type: none"> Check the NEES User Manuals and EMIS Help Documents first For additional help contact your NEO Specialist 	301.402.6628
NEES Administrator/System questions and granting/removing user roles in the system and general technical support.	<ul style="list-style-type: none"> Christina Barnett <ul style="list-style-type: none"> CC Amie Sidique 	301.496.5638 301.594.2473
EMIS system access		
EMIS Errors/Functionality Issues	<ul style="list-style-type: none"> Submit a Help Desk Ticket with a detailed description of the issue and indicate “Assign to the OD/OIT Web Team” 	301.496.4357
NEES Errors/Functionality Issues	<ul style="list-style-type: none"> Submit a Help Desk Ticket with a detailed description of the issue and indicate “Assign to the NEES Team” 	301.496.4357
NIH Ethics Program Website Updates to contact lists, web page revisions, broken links	<ul style="list-style-type: none"> Stoney Hopkins 	301.402.2051
HOOVERS Granting/removing access, error messages, general questions		
DEC/EC Outlook Distribution List Add/remove employees from list	<ul style="list-style-type: none"> Stoney Hopkins <ul style="list-style-type: none"> CC Christina Barnett 	301.402.2051 301.496.5638
DEC Delegations of Authority / Re-delegations, and Foreign Entity Determinations	<ul style="list-style-type: none"> Contact your NEO Specialist 	301.402.6628
Financial Disclosure Team	<ul style="list-style-type: none"> Kiszi McKenzie <ul style="list-style-type: none"> David Harris 	301.435.3411 301.435.7728
Protocols (where PI is Top 5)	<ul style="list-style-type: none"> Joe Pardi – Primary <ul style="list-style-type: none"> CC Brian Boykins – backup CC NEO Action Coordinator 	301.827.7119 301.496.4663
Annual Ethics Program Questionnaire	<ul style="list-style-type: none"> Christy Barnett <ul style="list-style-type: none"> CC NEO Action Coordinator 	301.496.5638
Equal Classification Requests/Status	<ul style="list-style-type: none"> Kiszi McKenzie (financialdisclosure2@mail.nih.gov) 	301.435.3411
SAO Determination Requests/Status 204(d) Analysis Requests/Status	<ul style="list-style-type: none"> See EMIS SAO Module for assigned NEO Specialist See EMIS Award Module for assigned NEO Specialist 	
Training – Annual Ethics Training, Initial Ethics Orientation, FACA SGE Training	<ul style="list-style-type: none"> Christina Barnett <ul style="list-style-type: none"> CC NEO Action Coordinator 	301.496.5638
NEAC Requests/Status	<ul style="list-style-type: none"> Joe Pardi – Primary <ul style="list-style-type: none"> CC Avraham Gross - Backup 	301.827.7119 301.451.9603