

NIH ETHICS INFORMATION MANAGEMENT SYSTEM (EMIS)

Advice on Ethics Topics

Add/Edit/Save Data: Instructions for each field are in the table below. To save new data, click on *Save* at the bottom of the screen. To save revised data, click on *Update* at the bottom of the screen.

Delete: To delete a record, open the record and click on *Delete* at the bottom of the screen. Click on *Yes* in the confirmation window.

Field Name	Description	Options/Definitions
	EMIS ID	Non-editable, internal database ID number for the record
Receipt Date	Enter the date that the ethics office received a request for advice.	Use m/d/yy or mm/dd/yy format for date.
To Specialist	Date incoming request forwarded to the Specialist	
Specialist	Enter the last name, first initial of the ethics official who provided the advice.	
Spec Review	Date reviewed by the ethics specialist	
DEC Consult	Date the DEC was consulted regarding the request for advice	
Advice Date	Date advice actually given to employee.	Use m/d/yy or mm/dd/yy format for date.
Topic	Use the drop-down menu to choose the topic. Choose the topic carefully so it accurately reflects the topic of the request for advice.	Authorization Authorship Award, Domestic (2854) Award, Foreign (2854) Conflicting Financial Interests CRADA/Tech Transfer Financial Disclosure Foreign Entities Gift to Agency Gift, Between Employees Gift, Foreign Gift, Outside Sources Hatch Act/Political Activity Honorary Degree (2855) Impartiality Misuse of Position Official Duty Activity (2809) Other Topic Outside Activity (520) Post-employment Pre-NIH Employment Recusal Seeking Employment Sponsored Travel (348) Training WAG (2803) Waiver

Question	Enter the question asked or issue raised by the employee. May type in question, paste text from an email, or say "See Attached" and attach a scanned email or other document.	Be succinct but give employee's full question and situation.
Advice Given	Enter the advice provided. May type in the advice, paste text from an email, or enter "See Attached" and attach a scanned email or other document.	Be succinct but give relevant information. Include statute or regulation citation to support your advice.
Notes	Include relevant information. Conserve space in the table, avoid extra lines or spaces.	

Upload Files: This function permits you to upload files and attach them to the open record. At the bottom of the screen, click on *Browse*; locate the desired file; double click the file name; add a description if desired.

Naming Convention: The final document concerning advice shall be named using the employee's name and initial(s), action (in this case, Advice), activity about which the advice was sought, and date advice was given. Use hyphens or underscore between words. ***Do not include blank spaces in the name.***

For example, Dr. Indiana Jones requested advice regarding writing a letter of recommendation and received a response on June 2, 2014. The file will be named as follows:
 JonesI-Advice-Recommendation-Letter-2014-06-02.pdf

Files must be saved in a format which can be opened by other users, such as pdf or Microsoft Office software, i.e., Word or Excel. PDF files from a scanner are acceptable.

Document History:

File Name: Q:\EMIS\SOPs\Employee-Forms\Advice-Data-Entry.doc

2/16/08 New Document. NEO (FEPlyler)

3/13/13 Revised, per revision of data table. FEPlyler

4/29/14 Revised. Updated logo, fields, instructions. NEO (C.Galvin-Combet)