National Institutes of Health
NIH Ethics Program

NIH ETHICS MANAGEMENT INFORMATION SYSTEM (EMIS)

Delegation of Authority Module

The NIH Ethics Management Information System (EMIS) is maintained by the NIH Ethics Office (NEO) to track employee ethics actions, non-employee based actions, and actions applicable to multiple employees. One administrative module is the **Delegation of Authority** data table, which is listed with the other administrative modules on the users' home page, on the left side of the screen (see Figure 1, below).

The IC Admin, NEO User, and EMIS Administrator roles may add, edit, and delete data. The System Reader role may view the data.

Hello, Christine

Award Review
Blanket WAG
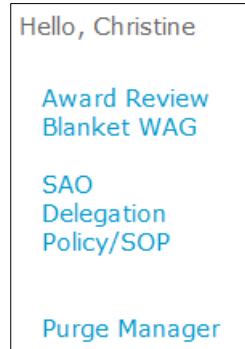
SAO
Delegation
Policy/SOP

Purge Manager

Figure 1: Administrative Modules

The Delegation data table includes fields to track effective date, level of authority, jurisdiction, and rescinded date. Upon opening the Delegation data table, a list of current delegations is visible, showing Deputy Ethics Counselors and those with limited authority delegated from the DEC. Information about each employee include the following columns:

Search Delegation Function: When the EMIS user chooses the **Delegation** module, the search function permits users to search the Delegation data table on one or more of the following fields (see Figure 2):

ID Number	The internal EMIS ID number for the record
Jurisdiction	The area over which the delegatee has authority, e.g., and IC or the NIH. Use the drop-down list to choose an IC or NIH.
Last Name	Last name of the person to whom authority is delegated.
Authority	The level of authority covered by the delegation. Use the drop-down list, choose DEC or Limited.

Search for Delegation

ID Number [   ]
Jurisdiction [-SELECT ONE- ▼]
Last Name [   ]
Authority [-SELECT ONE- ▼]
[Search]

Please select a record to Edit, or click 'Add New' to create a new record

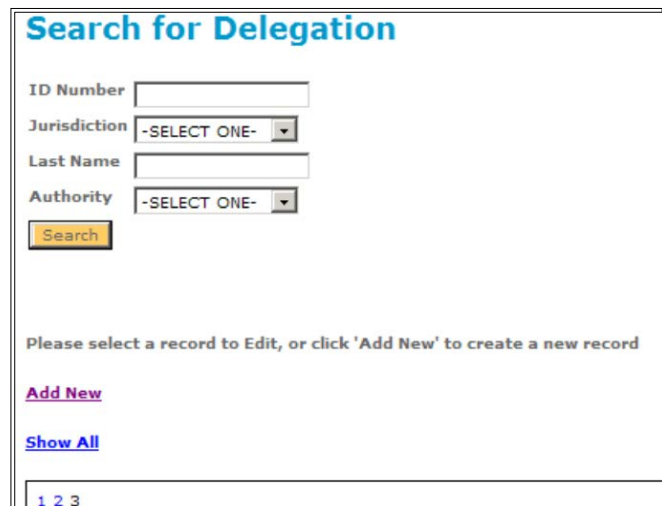**Add New**

Show All

1 2 3

Figure 2. Search for Delegation Screen

Records which match the search criteria are displayed in table format below the search function. If there are more records than fit in the allotted space, users will see the option to view individual pages of results (**1 2 3**) or all results (**Show All**).

Users also have the option to add a new record (**Add New**) (See Figure 2), or edit an existing record (**Edit** to the left of the name of the delegate).

Data Entry Screen: The add and edit screens contain the same fields, except for the terminology on the button for saving the data. A new record contains a **Save** button. Edited records contain an **Update** button and a **Delete** button. See Figure 3 below for the Add screen.
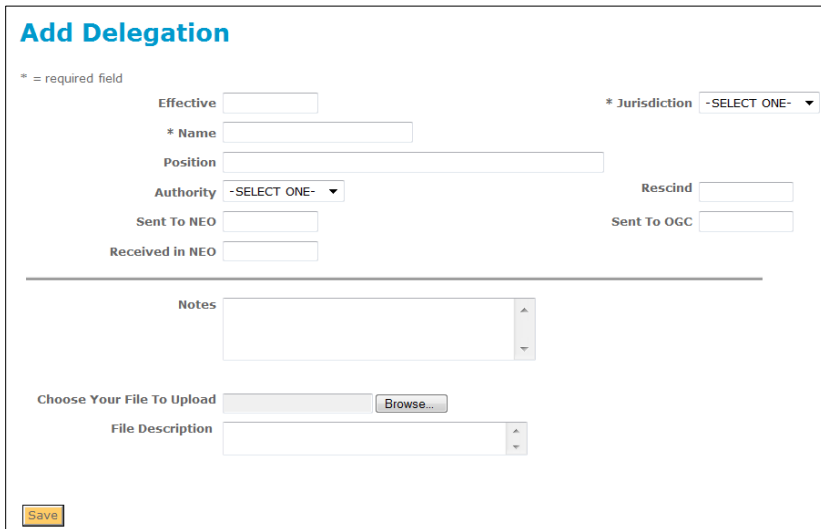

Figure 3. Delegation Data Entry Screen, Add Option

Description of Data Fields

	Description on Screen	Type	Contents
	ID Number		The EMIS ID number for the record will show, not editable.
1	Effective	Date	The effective date of the delegation, usually the date of the memorandum.
2	Jurisdiction	drop down	List contains the IC acronyms plus NIH.
3	Name	Text	Name of the individual receiving the delegated authority, the delegate. Enter last name, comma, initial or initials. For common last names, use both first and middle initials.
4	Position	Text	Insert the official position of the person receiving the delegated authority.
5	Authority	drop down	List contains two options: DEC for the Deputy Ethics Counselor, and Limited, for those receiving some authority from the DEC.
6	Rescind	Date	Date the authority is rescinded (withdrawn), i.e., usually the effective date of the new DEC.
7	Received in NEO	Date	Date the memo is received in NEO, if applicable. mm/dd/yy or mmddyyyy
8	Notes	Text	Be succinct, use abbreviations where possible. Limit of 500 characters.

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. PDF files are the best attachments because they can be opened by all users.

Files for the delegation documents shall be named using the employee's jurisdiction, last name and initial(s), type of delegation (DEC or Limited), and the date of the delegation. Use hyphens between words/sections; do not use spaces.

Examples:

Indiana Jones was named DEC of OD on September 23, 2015. The delegation memo will be named as follows: OD-JonesI-DEC-2015-09-23.pdf

OD's DEC delegated the authority to Dana Scully to determine whether extensions will be granted. The delegation memo was dated January 15, 2016. The file will be named as follows: OD-ScullyD-Limited-2016-01-15.pdf

DOCUMENT HISTORY:

File Name   Q:\EMIS\SOPs\Admin-Functions\Delegation-of-Authority-Data-Entry.doc

1/30/13   New document, for NEO review. FEPlyler
3/22/13   Revised for consistency with SOP format. FEPlyler
6/6/14   Updated field instructions and NIH logo. NEO (C.Galvin-Combet)