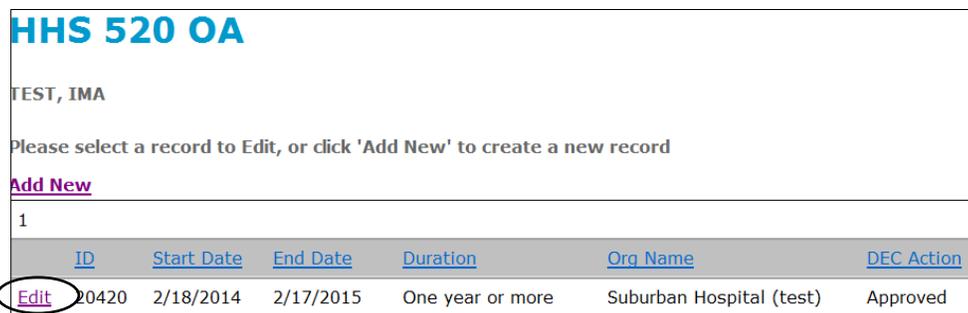


## NIH ETHICS INFORMATION MANAGEMENT SYSTEM (EMIS)

### Renewal of Outside Activity

The HHS Supplemental Standards of Ethical Conduct permit an Outside Activity to be approved for one year. If an employee submits a new HHS 520 to renew an already existing (and approved) activity prior to expiration of the previously approved request, it is considered a **renewal**, not a new activity. Therefore, do not enter a new HHS 520 record. Instead, enter a renewal record within an existing HHS 520 record.

1. To enter an **Outside Activity Renewal**, open the employee's record, choose the HHS 520 form. Locate the activity being renewed on the list of existing HHS 520 records. Choose *Edit* next to the activity name. See Figure 1.



**HHS 520 OA**

TEST, IMA

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

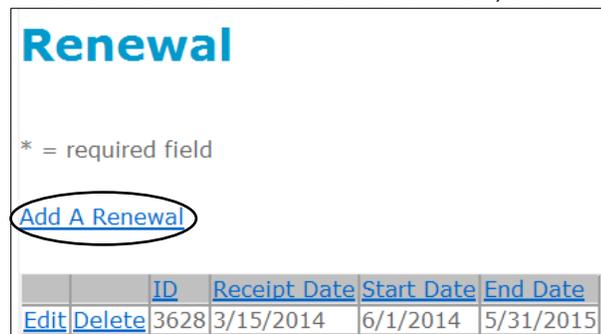
[Add New](#)

1

ID	Start Date	End Date	Duration	Org Name	DEC Action
<a href="#">Edit</a> 00420	2/18/2014	2/17/2015	One year or more	Suburban Hospital (test)	Approved

**Figure 1: Outside Activity List**

2. Scroll down to the Renewal section; click on *Add a Renewal*. See Figure 2.



**Renewal**

\* = required field

[Add A Renewal](#)

ID	Receipt Date	Start Date	End Date
<a href="#">Edit</a> <a href="#">Delete</a> 3628	3/15/2014	6/1/2014	5/31/2015

**Figure 2: Add a renewal**

3. Again scroll down to the Renewal section to view the fields and enter the data. Add the renewal information. See Figures 3 and 4 on the next page.

- Receipt date: date received in Ethics Office.
- Renewal start date: When the activity will start again, i.e., the day after the end date of the currently approved time frame.
- Renewal end date: Expected date it will end. If the renewal is for one year, it will be one year from the renewal start date, e.g.:
  - Renewal start date: 6/1/14
  - Renewal end date: 5/31/15

- Choose the drop-down option (Yes or No) to indicate whether the request requires NEAC review.
  - If NEAC = Yes, choose the drop-down option (Yes or No) to indicate whether the request meets the NEAC exception to the NEAC jurisdiction, pursuant to MC 2400-06. See Figure 4.
  - If NEAC = Yes, enter the date of NEAC Review. See Figure 4.
- Use the drop-down option to change *DEC Action* to Pending.
- Use the drop-down options to indicate whether employee expects to receive compensation or expenses.
- Click on *Save Renewal* in the Renewal box.

#### 4. Following DEC Review:

- *DEC Action*: Following DEC review and signature, use the drop-down list to choose the appropriate decision (Approved, Disapproved, None).
- DEC Sig Date: Enter the date the DEC made the final decision.
- Add date the employee was notified.
- Scroll to the bottom of the entire 520 record and click on *Update* to save the changes.

**Renewal**

\* = required field

\*Receipt Date

\*Renewal Start Date

Renewal End Date

NEAC? No ▾

\*DEC Action Approved ▾

DEC Sig Date

Compensation No ▾

Expenses No ▾

To Employee

Save Renewal Cancel

**Figure 3: Renewal Data Entry.  
No NEAC review.**

**Renewal**

\* = required field

\*Receipt Date

\*Renewal Start Date

Renewal End Date

NEAC? Yes ▾

Meets NEAC exception? No ▾

NEAC Review

\*DEC Action Approved ▾

DEC Sig Date

Compensation No ▾

Expenses No ▾

To Employee

Save Renewal Cancel

**Figure 4: Renewal Data Entry.  
NEAC review.**

#### Document History:

File Name: Q:\EMIS\SOPs\Employee-Forms\HHS-520-Renewal.doc

2/15/08 Original procedure posted. NEO

3/20/13 Document revised to remove instructions regarding paper forms. FEPLYler

3/28/14 Document updated to include new fields. NEO (C. Galvin-Combet)