NIH Ethics Management Information System (EMIS)

Creating the NIH-2802 Annual Report of Referrals for Non-Compliance
with Ethics Requirements (Summary of Form NIH-2850)

The purpose of this function is to permit you to quickly and easily prepare and print the ***Annual Report of Referrals for Non-Compliance with Ethics Requirements (Summary of Form NIH 2850)*** using a pre-programmed EMIS report.

1. Ensure that all data are entered in EMIS for all NIH-2850 referrals during the year covered by the report, including date referred through the DEC review date.

2. Logon to EMIS, and choose **Reports** in the blue horizontal navigation bar.

3. In the section labeled General Reports, locate *NIH 2802 Annual Report of Referrals for Non-Compliance With Ethics Requirements*. Click on **Run** in the left column. Enter the year covered (type in the previous calendar year, four digits, e.g., 2011) and click on *Run Report*. Users with multiple IC roles will also need to designate their IC.

4. The report will open in web page format. Click **Export to Word** to open the report in Word. Note that it will look like form NIH-2802. View and/or save an electronic copy of the report. Print the report.

    EMIS compares the year you indicate with the Date Submitted field in each NIH 2850. For the year you indicate, the EMIS report counts the number of referrals for each reason. Every NIH 2850 submitted during the chosen calendar year is included.

Continue preparing the report for submission, per the instructions for preparation and submission of this report, available on the NIH Ethics Program web site, Procedures page, at:
http://ethics.od.nih.gov/procedures.htm#refer

5. Complete question number 5 by entering Comments (optional), and the DEC's name. The DEC will sign and add the signature date where indicated.

6. Attach copies of all NIH-2850s included in the report. Sort the NIH-2850s by the reason for referral, then alphabetical by employee, and chronological for each employee if there are multiple referrals for one employee for the same reason. For example, all referrals for financial disclosure are together, sorted alphabetically. If an employee has more than one financial disclosure referral, put them in chronological order (oldest to newest, with oldest in front).

7. Submit the entire package to NEO, Building 2, Room BE-19, MSC 0201. Report is due by close of business each year on January 31st.

Document History:

File Name: Q:\EMIS\SOPs\Reports\NIH-2802-AnnRpt-Referrals.doc

5/30/08   Original document posted.
1/17/12   Revised to meet new procedure, i.e., submit only to NEO. FEPlyler
3/26/13   Revised format for consistency with other SOPs. FEPlyler
4/18/14   Revised. NEO (C.Barnett)