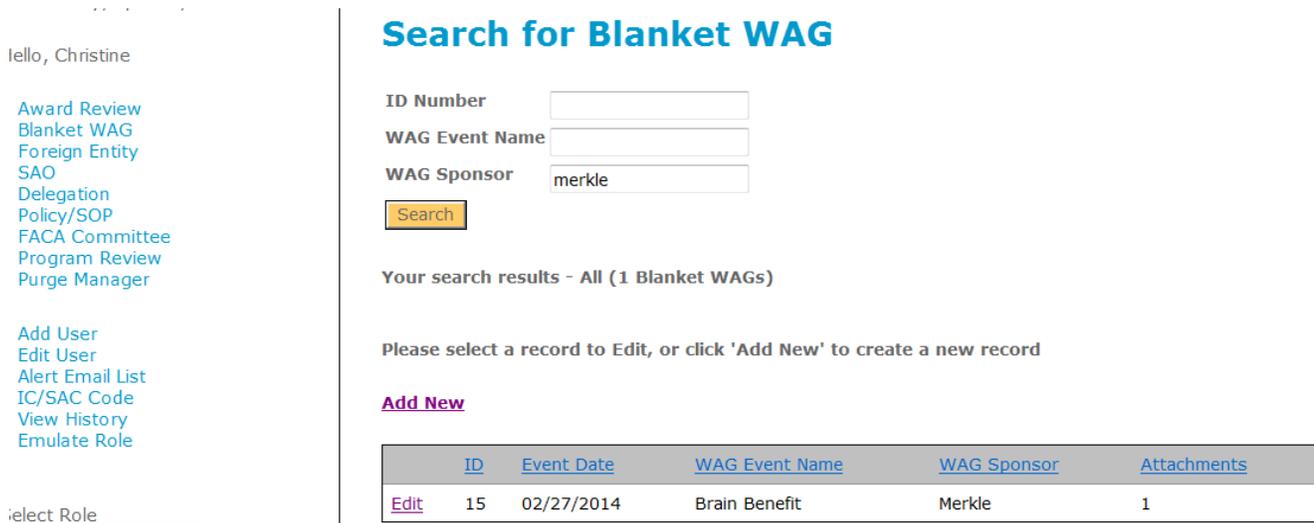


NIH ETHICS INFORMATION MANAGEMENT SYSTEM (EMIS)

Free Attendance Under the WAG Exception, NIH 2803, Blanket WAG Request

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, such as the “Blanket” Request for Approval to Accept Free Attendance Under the Widely Attended Gathering Exception (WAG), form NIH-2803. The request is named **Blanket WAG**.

The **Blanket WAG** module is listed with the other administrative modules on the users’ home page, on the left side of the screen (see Figure 1, below). All EMIS user roles may view, add, or edit data, and may create custom reports using the blanket WAG data table.



The screenshot shows the EMIS interface. On the left, there is a navigation menu with the following items: Award Review, Blanket WAG, Foreign Entity, SAO, Delegation, Policy/SOP, FACA Committee, Program Review, Purge Manager, Add User, Edit User, Alert Email List, IC/SAC Code, View History, Emulate Role, and Select Role. The main content area is titled "Search for Blanket WAG" and contains search fields for ID Number, WAG Event Name, and WAG Sponsor (with "merkle" entered). A "Search" button is present. Below the search fields, it says "Your search results - All (1 Blanket WAGs)" and "Please select a record to Edit, or click 'Add New' to create a new record". There is an "Add New" link and a table with one record.

	ID	Event Date	WAG Event Name	WAG Sponsor	Attachments
Edit	15	02/27/2014	Brain Benefit	Merkle	1

Figure 1. Administrative Modules at left and Blanket WAG Search and Output at right

The Blanket WAG data table includes fields to track processing of the request. By definition, a blanket WAG covers more than one individual, none of whom are required to submit their own individual request.

Search Function: When the EMIS user chooses the **Blanket WAG** module, a search function permits users to search the data table on one or more of the following fields:

- ID Number The internal EMIS ID number for the record.
- WAG Event Name Field # 4, see description of fields below
- WAG Sponsor Field # 5, see description of fields below

Records which match the search criteria are displayed in table format as shown in Figure 1, above. Users have the option to *Add New* WAG or *Edit* one on the list by choosing the appropriate link. See Figure 1, above.

Data Fields: The following fields are available for users to enter data or choose from drop down lists. Using guidance provided in the following table, enter the data about each blanket WAG.

	Field	Type	Contents
	EMIS ID		The EMIS ID number for the record will show, not editable.
1	Receipt Date	Date	Receipt in the initiating Ethics Office.
2	Event Date	Date	Date of the event for which there is an invitation of free attendance.
3	Initiator IC	drop down	List contains the IC acronyms. NEO is included as an option.
4	Event Name	Text	Insert name of event. Limit of 150 characters.
5	Sponsor	Text	Insert name of sponsor of the event. Limit of 150 characters.
6	Event Location	Text	Insert the city and state, or city and foreign country. Use 2-letter abbreviation for state, e.g., Maryland is MD.
7	Covered Staff*	Text	<p>Choose one button. If the employees covered are not the IC Directors and staff listed, mark the second radio button and add details where indicated. For example, ICs may have a Blanket WAG covering only for their own IC's employees. This field would then contain the IC acronym.</p> <ul style="list-style-type: none"> • <i>IC Directors, Deputy Directors, Scientific Directors, Clinical Directors, Extramural Directors, IC DEC's and OD Staff, or their Representatives</i> • Other: Indicate who is covered: _____
8	Value (USD)	Currency	Whole US dollars.
9	IC Specialist	Text	Last name, first initial.
10	IC Spec Review	Date	Date of IC Specialist's review.
11	IC DEC Review	Date	Date of IC DEC's review.
12	IC DEC Decision	drop down	<p>IC DEC's decision. Drop down list contains: Approve Disapprove Withdraw None (if no action will be taken)</p> <p>For internal IC blanket WAGs that do not include senior, top 5, employees, the IC DEC makes the final determination.</p>
13	To NEO	Date	Date the request was sent to NEO.
14	Notes	Text	Be succinct, use abbreviations where possible. Limit of 500 characters.
Data entry into the remaining fields limited to NEO Users. View only by others.			
15	NEO Receipt	Date	Date received in NEO
16	NEO Specialist	drop down	Drop down list contains names of NEO Specialists.
17	NEO Spec Review	Date	Date of NEO Specialist review.
18	NEO Mgmt Review	Date	Date of NEO Management's review.
29	To NIH DEC	Date	Date forwarded to DEC for review and determination. Use m/d/yy or mm/dd/yy format for date.

	Field	Type	Contents
20	NIH DEC Review	Date	Date the DEC made the determination on the request. Use m/d/yy or mm/dd/yy format for date.
21	NIH DEC Action	drop down	Approve Disapprove Withdraw None (if no action will be taken)

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 blanket NIH-2803 shall be named using “blanket” designation instead of an employee’s name, the form number and name, the organization sponsoring the event, event name, and the event date. Use hyphens between words/sections; do not use spaces. Truncate the sponsor name as needed, omitting articles (i.e., the, an, of). Use standard abbreviations when possible.

Example: The file name for the blanket request for the Brain Benefit being held on February 27, 2014, will be named:

Blanket-NIH-2803-WAG-Merkle-Brain-Benefit-2014-02-27.pdf

Additional Functions

Route Slip: After a record is added and saved, the user may create a route slip in Word, using data from the new record. Users may save the Word file and use it however meets the needs of the Ethics Office. Choose the *Create Route Slip* button at the bottom of the data entry screen.

Document History:

File Name: Q:\EMIS\SOPs\Admin-Functions\NIH-2803-WAG-Blanket.doc

12/19/12 Original SOP posted.
3/25/13 Revised format for consistency with other SOPs. FEPIlyer
4/24/14 Revised. Updated logo, screen shots, field instructions. NEO (C.Galvin-Combat)