

NIH ETHICS INFORMATION MANAGEMENT SYSTEM (EMIS)

Gift of Free Attendance, Widely Attended Gathering Exception

Gifts from outside sources are generally prohibited. However, the exception for Widely Attended Gatherings (WAG) may permit an employee to accept free attendance at an event such as reception or dinner. The WAG form, NIH 2803, may be tracked in EMIS. It may be an individual WAG, permitting one employee to attend, or it maybe a blanket WAG, which provides approval for many employees on one request form. This instruction applies to an individual request. For information on entering a blanket WAG into EMIS, see the Blanket WAG Data Entry Instructions, available at:

<http://ethics.od.nih.gov/EMIS2/HINTS/NIH-2803-WAG-Blanket.pdf>

Add/Edit/Save Data: Instructions for each field are in the table below. To save a new form, click on *Save* at the bottom of the screen. To save revised information, 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	Internal database record number.	Not editable.
Receipt Date	Date request received in IC ethics office.	Use m/d/yy or mm/dd/yy format for date.
Event Name	Name of the event.	Type full name of event, omitting the initial "The" at the beginning of the name.
Event Date	Date of the event considered a Widely Attended Gathering.	Use m/d/yy or mm/dd/yy format for date.
Value \$	Value of free gift.	Whole dollars, US dollars.
Event Location	City, State where event being held.	Use standard 2-letter state abbreviation.
Sponsor	Full name of the outside organization sponsoring the activity.	Use full name, use standard abbreviations as desired, e.g., American Association of Medical Colleges (AAMC)
Top 5 or DEC?	Indicate Yes or No, as appropriate.	Yes No
To IC DEC	Date sent to IC DEC, if applicable.	Use m/d/yy or mm/dd/yy format for date.
IC DEC Sig	Date IC DEC signed request, if applicable.	Use m/d/yy or mm/dd/yy format for date.
IC DEC Action	Indicate IC DEC action.	Approved Disapproved Pending (no decision yet) None (there will be no DEC action)
To NEO	Date sent to NIH Ethics Office, if applicable.	Use m/d/yy or mm/dd/yy format for date.
NEO Receipt	Date received in NEO.	Use m/d/yy or mm/dd/yy format for date.
To NIH DEC	Date sent to NIH DEC.	Use m/d/yy or mm/dd/yy format for date.
NIH DEC Sig	Date signed by the NIH DEC.	Use m/d/yy or mm/dd/yy format for date.
NIH DEC Action	Indicate NIH DEC action.	Approved Disapproved Pending (no decision yet)

		None (there will be no NIH DEC action)
To IC	Date returned to IC, if applicable.	Use m/d/yy or mm/dd/yy format for date.
IC Receipt	Date received by IC.	Use m/d/yy or mm/dd/yy format for date.
To Employee	Date the NIH 2803 was sent to employee.	Use m/d/yy or mm/dd/yy format for date.
Notes	Insert other relevant information.	Be succinct. Avoid repeating information in the fields above.

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. Many file types are permissible but PDF files are the best attachments because they can be opened by all users.

Files for the NIH-2803 WAG approval shall be named using the employee's last name and initial(s), form number, outside organization, truncated as needed, activity, and start date. Use hyphens between words/sections; do not use spaces.

Example: Dr. Indiana Jones requests permission to accept free attendance at a dinner sponsored by GoldMine Pharmaceuticals. The dinner is scheduled for April 15, 2015. It is determined that the event is a widely attended gathering and approval is granted. The file will be named:

JonesI-2803-GoldMinePharmaceutials-2015-04-15.pdf

Document History:

File Name: Q:\EMIS\SOPs\Employee-Forms\NIH-2803-WAG-Individual.doc

2/17/08 Original document. NEO
 3/21/13 Revised to include additional fields and for consistent format with other SOPs. FEPLYler
 3/28/14 Revised to include new logo and update of data entry instructions for revised fields. NEO
 (C. Galvin-Combet)