

NIH ETHICS INFORMATION MANAGEMENT SYSTEM (EMIS)

NIH 2854 Request for Approval to Accept Gifts with an Award

Add/Edit/Save Data: Instructions for each field are in the table below. To save new data, click on *Save* at the bottom of the screen. To save revised data, 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.

NIH-2854 Employee Award from an Outside Organization		
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.
Date of Award	Date the award will be presented.	Use m/d/yy or mm/dd/yy format for date.
Sponsor	Full name of the outside organization giving the award.	See "Note for Sponsor" on page 2. Use standard abbreviations as needed.
Award Name	Full official name of the award.	e.g., Nobel Prize in Medicine.
Prize Amount	Amount of cash (or equivalent) prize only.	US dollars. Convert foreign currency to USD.
Amount, Other	Value of other gifts associated with the award.	Include travel for self and spouse or guest, tangible gifts, and all other items associated with the award.
NEAC?	Indicate Yes or No, as appropriate.	NEAC jurisdiction: amount >= \$2500.
To IC DEC	Date sent to the IC DEC.	Use m/d/yy or mm/dd/yy format for date.
IC DEC Sig	Date signed by the IC DEC.	Use m/d/yy or mm/dd/yy format for date.
IC DEC Action	Use the drop-down list to choose the IC DEC's action.	Approved Disapproved Pending (no decision yet) None (will be no action on the request)
To NEO	Date sent to NIH Ethics office, if applicable. IC enters this date.	Use m/d/yy or mm/dd/yy format for date.
NEO Receipt	Date received in NEO; entered by NEO.	Use m/d/yy or mm/dd/yy format for date.
To ACD	Will not be used, option is greyed out.	
To NEO Spec	Date assigned to NEO Ethics Specialist.	Use m/d/yy or mm/dd/yy format for date.
NEO Specialist	Use drop-down list to choose NEO specialist.	List is maintained by the EMIS Administrator via the manage role module.
NEO Spec Review	Date review is completed.	Use m/d/yy or mm/dd/yy format for date.
NEO Mgmt Review	Date reviewed by NEO management.	Use m/d/yy or mm/dd/yy format for date.
To NEAC	Date reviewed by NEAC, if applicable.	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 Action	Use the drop-down list to choose the action by the NIH DEC.	Approved Disapproved Pending (no decision yet) None (will be no action on the request)

NIH-2854 Employee Award from an Outside Organization		
NIH DEC Sig	Date signed by the NIH DEC.	Use m/d/yy or mm/dd/yy format for date.
To IC	Date returned to IC from NEO.	Use m/d/yy or mm/dd/yy format.
IC Receipt	Date received in the IC.	Use m/d/yy or mm/dd/yy format.
To Employee	Date employee received approved award form.	Use m/d/yy or mm/dd/yy format for date.
Notes	Insert other relevant information.	Be succinct. Avoid repeating or summarizing above data.

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 NIH 2854, Request for Approval to Accept Gifts Associated with an Award from an Outside Organization, shall be named using the employee's last name and initial(s), form number, name, award name, and award date. Use hyphens between words/sections; do not use spaces.

Example: Dr. Indiana Jones was notified that he was chosen as the 2015 recipient of the Lucas Prize, to be presented at a gala event on March 1, 2015. The final file containing the signed NIH 2854 and supporting documentation will be named as follows:

JonesI-2854-Award-Lucas-Prize-2015-03-01.pdf

Document History:

File Name: Q:\EMIS\SOPs\Employee-Forms\NIH-2854-Award-Data-Entry.doc

2/16/08 Original document posted. NEO

3/22/13 Revised for format consistency and additional fields in EMIS. FEPLYler

3/28/14 Revised. Updated logo and adjustments to instructions for data entry. NEO (C. Galvin-Combet)