

NIH ETHICS INFORMATION MANAGEMENT SYSTEM (EMIS)

NIH 2855 Request for Approval of an Honorary Degree

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.

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.
Conferral Date	Date the honorary degree will be given (or "conferred" on the employee).	Use m/d/yy or mm/dd/yy format for date.
Org Name	Full name of the outside organization granting the honorary degree.	Use standard abbreviations as needed.
IC DEC Action	Use the drop-down list to choose the DEC's decision.	Drop-down list includes: Approve Disapprove Pending (no decision yet) None (will be no action on the request)
IC DEC Sig	Date signed by the IC DEC.	Use m/d/yy or mm/dd/yy format for date.
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, if applicable.	Use m/d/yy or mm/dd/yy format for date.
To NEO Spec	Date assigned to NEO Specialist.	Use m/d/yy or mm/dd/yy format for date.
NEO Spec	Use drop-down list to choose name of specialist assigned to review.	Names are maintained by the NEO EMIS Administrator using the manage roles function.
NEO Spec Review	Date NEO Specialist finishes the review.	Use m/d/yy or mm/dd/yy format for date.
NEO Mgmt Review	Date review completed by NEO Management.	Use m/d/yy or mm/dd/yy format for date.
To NIH DEC	Date forwarded 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 DEC's decision.	Approved Disapproved Pending (no decision yet) None (will be no action on the request)
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 Ethics Office.	Use m/d/yy or mm/dd/yy format for date.
IC Receipt	Date received by IC Ethics Office.	Use m/d/yy or mm/dd/yy format for date.
To Employee	Date copy sent to the employee.	Use m/d/yy or mm/dd/yy format for date.
Notes	Insert other relevant information.	Be succinct. Do not repeat information in other fields.

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. Several types of files may be attached, including Word. However, PDF files are the best attachments because they can be opened by all users.

Files for the NIH-2855 Honorary Degree request shall be named using the employee's last name and initial(s), form number and name, outside entity granting the degree, and conferral date. Use hyphens between words/sections; do not use spaces.

Example: Dr. Indiana Jones was notified in mid-March that he would be granted an honorary degree the University of Maryland, to be conferred on Tuesday, May 14, 2015. The file for this request will be named: JonesI-2855-HonDeg-UMaryland-2015-05-14.pdf

Document History:

File Name: Q:\EMIS\SOPs\Employee-Forms\NIH-2855-Honorary-Degree.doc

2/16/08	Original document. NEO
3/25/13	Revised for consistency with other SOPs and revisions to EMIS. FEPLYler
3/31/14	Revised. Updated with new logo and slight revisions to field instructions. NEO (C. Galvin-Combet)