

NIH ETHICS INFORMATION MANAGEMENT SYSTEM (EMIS)

Blanket Official Duty Activity

Employees may request “blanket” approval to engage in multiple official duty activities involving outside organizations when those activities are clearly a part of or an extension of the employee’s expected official duties. Such blanket approval helps to protect the employees and documents their permission to participate officially. Each blanket approval is entered into EMIS per the instructions below (see example in Figure 1). In addition, each activity undertaken pursuant to the blanket approval will be added to EMIS, per the second table of instructions below. For individual official duty activity requests, see the data entry instructions for regular official duty activities, available at:

<http://ethics.od.nih.gov/EMIS2/HINTS/Official-Duty-Individual-Data-Entry.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	Enter the information described below for the blanket ODA record.
EMIS ID	Non-editable identification number for the record in the database
Receipt Date	Date the request is received by the Ethics Office.
Org Name	Blanket
Org Location	Varies
Destination	Use the drop-down list to choose Domestic or Foreign
Org Type	Other
Activity Type	Other
Activity Hours	leave blank
Nature of Activity	Blanket request, varies
Position	Other
Start Date	Enter a date approximately one week to two weeks later, depending on how quickly DEC approval may be obtained. Permit sufficient time for review and DEC signature. After the DEC has approved, update the field with the DEC signature date.
Expected End Date	leave blank
Duration	One Year or More
Expenses	No Expenses
HHS-348 ID#	Insert the EMIS ID number from the accompanying HHS-348 record
IC DEC Sig	Date signed by the IC DEC.
IC DEC Action	Use the drop-down list to choose Approve, Disapprove, Pending, or Withdrawn
To NEO	Used only for requests which are reviewed by the NIH Ethics Office.
NEO Receipt	Date received in NEO. Entered by NEO staff.
To NEO Spec	Date assigned to a NEO Ethics Specialist

Field Name	Enter the information described below for the blanket ODA record.
NEO Specialist	Choose name from drop-down list. (List is maintained by the NEO EMIS Administrator using the manage roles function.)
NEO Spec Review	Date the NEO Ethics Specialist completes the review.
NEO Mgmt Review	Date NEO management completes the review.
To NIH DEC	Date sent to DEC for determination and signature. Entered by NEO staff for activities within the jurisdiction of the NIH DEC.
NIH DEC Action	Use the drop-down list to choose Approve, Disapprove, Pending, or Withdrawn.
NIH DEC Sig	Date signed by the DEC. Entered by IC staff or NEO staff, depending on who has jurisdiction.
To IC	Date returned to the IC, if it was processed by NEO and signed by the NIH DEC.
IC Receipt	Date IC received the request, if applicable.
To Employee	Date a copy of the signed request was sent to the employee.
Actual End Date	Leave blank. There is no one date when all activities covered by this approval would end.
Notes	Enter applicable note. Be succinct.

ID#: 36687

* = required field

* **Receipt Date**

* **Org Name**

Org Location

Destination

* **Org Type**

* **Activity Type**

Activity Hours

Nature of Activity

* **Position**

* **Start Date** **Expected End Date**

* **Duration** * **Expenses**

HHS-348 Id #

IC DEC Sig **IC DEC Action**

To NEO

Figure 1. Data Entry Screen for the Blanket ODA Approval

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 of the attachment. Attachments may be pdf, Word, or other formats. However, pdf is preferred to guarantee that others will be able to open the file in the future. Files shall be named as follows, truncating as needed:

Employee last name, initials-hyphen-ODA-hyphen-Blanket-hyphen-approvaldate.pdf

Example of a blanket ODA:

Dr. Indiana Jones received approval of a blanket ODA on September 15, 2015. The file will be named as follows: JonesI-ODA-Blanket-2015-09-15.pdf

Example of an individual ODA covered by a blanket approval:

Dr. Indiana Jones will participate in a meeting with AdVenture Therapeutics on March 31, 2015, under the authority of a blanket memo approved on September 15, 2014. Use the same format as above except add a "B" for "Blanket" to ODA to indicate that it was not approved individually, and replace the "blanket" with the name of the organization and the blanket date with the event date of the individual activity. JellyPB-ODAB-AdVentureTherapeutics-2015-03-31.pdf

Use hyphens between parts of the name. **Avoid using blank spaces.**

Adding a Record for a Specific ODA Covered by the Blanket Approval. For each official duty activity in which the employee participates under the authority granted by the blanket ODA, enter a separate ODA record according to the instructions in the Individual Official Duty Activity instructions. This record permits preparation of the required report of activities covered by a blanket ODA memo. See the instructions for entering an individual official duty activity request, available at: <http://ethics.od.nih.gov/EMIS2/HINTS/Official-Duty-Individual-Data-Entry.pdf>

Document History

File Name: Q:\EMIS\SOPs\Employee-Forms\Official-Duty-Blanket-Data-Entry.doc

7/15/07	Draft, reviewed by NEO. Posted to EMIS Help Menu. FEPLYler
2/6/13	Revised to include example screen shots and details of data entry for specific activities covered by the blanket approval. FEPLYler
3/21/13	Revised to include new fields in EMIS and for consistency with other SOPs. FEPLYler
4/2/14	Revised. Updated NIH logo and some field instruction. NEO (C. Galvin-Combet)