NIH ETHICS INFORMATION MANAGEMENT SYSTEM (EMIS)

Official Duty Activity, Individual

EMIS tracks information regarding Official Duty Activity requests based on the information on the standard memo format. There are no supplemental forms to accompany an Official Duty Activity request. Use the Search function to locate the appropriate employee. In the navigation section listing the ethics forms along the left side of the screen, choose NIH 2809 ODA to see the list of all official duty records already in EMIS. Locate the activity you wish to update and choose *Edit*. To add a new NIH 2809 ODA record, choose *Add New*.

Add/Edit/Save Data: Instructions for each field are in the table below. When a new record is created and saved, the option at the bottom of the screen is *Save.* When a current record is opened and edited, the option is *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.

For Blanket Official Duty Activities Memos, see the separate data entry procedure, available at:
http://ethics.od.nih.gov/EMIS1/HINTS/Official-Duty-Blanket-Data-Entry.pdf
The blanket official duty request is a separate record. In addition, each individual activity undertaken per the authority of the approved blanket memo will be added as a separate record. See instructions in the second table, below. See also the screen shot of a sample activity.

Individual Official Duty Activity		
Field Name	**Description**	**Options/Definitions**
EMIS ID	Internal database identification number.	Not editable
Receipt Date	Date request received in IC ethics office.	Use m/d/yy or mm/dd/yy format for date.
Org Name	Full name of the outside organization.	Use full name, with standard abbreviations as needed, e.g., Association of American Medical Colleges (AAMC).
Org Location	City, State of outside organization.	Use standard 2-letter state abbreviation.
Destination	Choose from the drop- down menu.	Domestic, Foreign
Org Type	Choose the most appropriate type of organization from the drop-down menu.	
	Educational Institution/University	Refers to a university or other school
	For Profit, Other	Refers to all industry/for-profit entities, other than pharmaceuticals and biotechnology companies.
	For-Profit, Pharma/Biotech	Refers to all pharmaceutical and biotech companies.
	Foundation, Private	An organization identified as a private foundation according to the IRS. (See Private Foundation information on ethics web site).
	Foundation, Public	All other organizations identified as a foundation, and considered public by the IRS.

Individual Official Duty Activity		
Field Name	**Description**	**Options/Definitions**
	Government	Refers to some level of government, domestic or foreign.
	Hospital/Medical Care Facility	For organization which is a hospital or other medical care facility. Use this option when the invitation came from a hospital that is affiliated with or without a university.
	Journal	Refers to when the organization is a journal, and the activity is reviewing manuscripts. See Publisher, below, for positions with authority to determine content, e.g., Editor-in-Chief. See Publisher.
	Law-Firm	Use when the organization is a law firm.
	Non-profit	Use when organization is a non-profit association or entity, e.g., non-profit research institute or National Academies of Science.
	Other Organization	Use when the organization's type does not fit any other category.
	Professional Association	Use when organization is a professional association, such as the employee's professional association; e.g. American Psychological Association.
	Publisher	Use when the organization is a publisher, and employee will serve as Editor-in-Chief or Associate Editor, making content decisions.
	Research Institute	Use for research institutes, e.g., Scripps.
Activity Type	Use the most appropriate option from the drop-down menu to match the employee's activity.	
	Present/Speak	Use when the employee is giving a speech or presentation, e.g., single or series of talks, or a poster presentation.
	Write	Use when the employee will engage in writing as part of the activity, e.g., writing a book about research results.
	Clinical Practice	Use when the employee is engaging in clinical/health care practice.
	Member of Board/Committee	Membership on a board or committee, other than an editorial or manuscript review board.
	Editorial Board/Journal Reviewer	Use for service on an editorial board or manuscript review group for a journal.
	Officer in Professional Association	Service as an officer in a professional organization. This activity requires a waiver of the conflict caused by the fiduciary nature of a position as officer.
	Other Official Duty Activity	Any other official duty activity which is not covered by the other activity types provided. Use of this option should be rare.

Individual Official Duty Activity		
Field Name	**Description**	**Options/Definitions**
	Federal Liaison	Use when the position is a Federal Liaison. This activity involves advice but not participation in decision making (does not vote on decisions).
	Teach a Course	Use when employee will teach an entire course, with responsibility for the course, not a guest lecturer at a course managed by someone else.
Activity Hours	Indicate number of hours the employee will engage in this activity.	If the activity lasts more than one year, indicate total annual hours.
Nature of Activity	Describe to better identify, e.g., name of committee or board. Optional field.	
Position	Choose the most appropriate position associated with this official duty activity.	
	Officer	Elected or appointed officer, such as in a professional organization.
	Editor	Service as the editor of a journal or book, more than just reviewing manuscripts. Involves actual editing of documents.
	Faculty	Teaching a full course at an educational institution. Responsibility for the course.
	Federal Liaison	Use when the employee is representing the IC or NIH, participating in discussions but not voting (not helping make business decisions).
	Member	Member of a committee or board, such as an advisory board or editorial board.
	Practitioner	Engaging in health care, allied health care, or legal practice.
	Speaker	Giving a speech or poster session, e.g., at a meeting or conference; giving a talk at a single class (versus faculty responsibility for an entire course, see Faculty, above).
	Other	Use when no other position matches the activity of the employee. Use should be rare.
	Writer	Actual writing activity, not just editing something written by others, e.g. writing a textbook chapter; writing a paper.
Start Date	Indicate the date the activity will start.	Use m/d/yy or mm/dd/yy format for date.
Expected End Date	Indicate the projected end date as provided on the request form.	Use m/d/yy or mm/dd/yy format for date.
Duration	Denotes the length of time the activity is expected to continue	
	One-time	less than 12 months, even if multiple meetings or presentations
	One year or more	Continuing for 12 months or more; sometimes referred to as "ongoing."
	Withdrawn	Request withdrawn by employee prior to review and final determination.

Individual Official Duty Activity		
Field Name	**Description**	**Options/Definitions**
	Cancelled	Activity cancelled by employee after final determination made, but before engaged in the activity.
Expenses	Indicate who will pay expenses/	
	NIH	NIH pays related expenses.
	Organization	The outside organization pays all expenses.
	NIH & Organization	NIH and the outside organization share the expenses.
	No Expenses	No expenses expected.
HHS-348 ID#	Internal EMIS ID number of the HHS-348 accompanying this ODA.	Not all ODAs will have an HHS-348. Add this number only when there is a sponsored travel record.
IC DEC Sig	Date signed by the IC DEC.	Use m/d/yy or mm/dd/yy format for date.
IC DEC Action	Indicate DEC action.	Approved Disapproved Pending (i.e., no action yet) None
To NEO	Date sent to NEO, if applicable. IC enters.	Use m/d/yy or mm/dd/yy format for date.
NEO Receipt	Date received by NEO. NEO enters.	Use m/d/yy or mm/dd/yy format for date.
To NEO Spec	Date assigned to the NEO Ethics Specialist.	Use m/d/yy or mm/dd/yy format for date.
NEO Specialist	Name of NEO Ethics Specialist. Use drop-down list.	NEO Specialist drop-down list is maintained by the NEO EMIS Administrator using the role management function.
NEO Spec Review	Date NEO Specialist completes the review.	Use m/d/yy or mm/dd/yy format for date.
NEO Mgmt Review	Date of review by NEO management.	Use m/d/yy or mm/dd/yy format for date.
To NIH DEC	Date sent to NIH DEC for determination.	Use m/d/yy or mm/dd/yy format for date.
NIH DEC Action	Indicate NIH DEC action.	Approved Disapproved Pending (e.g., no decision yet) None
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, if applicable. Entered by NEO.	Use m/d/yy or mm/dd/yy format for date.
IC Receipt	Date received by IC from NEO. IC enters.	Use m/d/yy or mm/dd/yy format for date.
To Employee	Date copy of the signed ODA memo was sent to the employee.	Use m/d/yy or mm/dd/yy format for date.
Actual End Date	Date activity did end, i.e., for an ongoing activity.	Use m/d/yy or mm/dd/yy format for date.
Notes	Insert other relevant information.	Be succinct. Avoid repeating or summarizing information already in the above fields.

Add 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, entering the data as follows. This record permits preparation of the required report of activities covered by a blanket ODA memo. By entering the approval date in the "Nature of Activity" field, the activities covered by a specific blanket request can be identified.

Field Name	Enter the information described below.
EMIS ID	Internal database record number, not editable.
Receipt Date	Date the ethics official becomes aware of the activity.
Org Name	Name of outside entity with which the employee will engage in an official duty activity.
Org Location	Location of the outside organization.
Org Type	Using the drop down list, choose the type of outside organization.
Activity Type	Using the drop down list, choose the type of activity.
Activity Hours	Enter the total number of hours to be used for the activity.
Nature of Activity	To identify that this activity is covered by the blanket approval, enter "Blanket mm/dd/yy" where mm/dd/yy is the *date the blanket ODA request was approved*.
Position	Using the drop down list, choose the position for this specific ODA.
Start Date	Enter the start date of the specific activity.
Expected End	Enter the end date of the specific activity.
Duration	Using the drop down list, choose the appropriate duration for the specific activity.
Expenses	Choose the correct response from the drop down list.
HHS-348 ID#	The EMIS ID number for the accompanying sponsored travel, if applicable.
IC DEC Sig	Date signed by the IC DEC. Use mm/dd/yy format.
IC DEC Action	Use the drop-down list to choose DEC Action, i.e., Approved, Disapproved, etc.
To NEO	Leave this field blank.
NEO Receipt	Leave this field blank.
To NEO Spec	Date assigned to NEO Specialist.
NEO Spec.	Name of NEO Specialist. Choose from the drop-down list maintained by the EMIS Administrator via the role maintenance function.
NEO Spec Review	Date of the NEO Specialist's review.
NEO Mgmt Review	Date of the review by NEO Management staff.
To NIH DEC	Leave this field blank.
NIH DEC Action	DEC's action (approval, disapproval). Choose from the Drop Down.
NIH DEC Sig	Date of the original approval signed by the DEC. Entered by IC staff or NEO staff, depending on who has jurisdiction.
To IC	Leave this field blank.
IC Receipt	Leave this field blank.
To Employee	Leave this field blank.
Actual End Date	Enter the actual end date of the specific activity..
Notes	Enter applicable note. Be succinct.

* Receipt Date 3/20/2014

* Org Name Brain Health Association

Org Location San Francisco, CA

Destination Domestic ▼

* Org Type Non-Profit ▼

* Activity Type Present/Speak ▼

Activity Hours 50

Nature of Activity Blanket 1/1/14

* Position Speaker ▼

* Start Date 5/1/2014   **Expected End Date** 5/3/2014

* Duration One-Time ▼   *** Expenses** NIH & Organization ▼

HHS-348 Id #

IC DEC Sig   **IC DEC Action** Approved ▼

To NEO

NEO Receipt   **To NEO Spec**

NEO Specialist -SELECT ONE- ▼   **NEO Spec Review**

NEO Mgmt Review   **To NIH DEC**

NIH DEC Action None ▼   **NIH DEC Sig**

To IC

IC Receipt

Copy To Emp   **Actual End Date**

Figure 1. Example of a Specific ODA Covered by a Blanket 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. Use hyphens between parts of the name. ***Avoid using blank spaces.***
    Employee last name, first initial-hyphen-ODA-hyphen-OrgName-hyphen-startdate.pdf

Example, individual ODA:
    Dr. Indiana Jones has an approved official duty with Oxford University, to start on March 20, 2015. The file will be named as follows:
    JonesI-ODA-Oxford-2015-03-20.pdf

Example, individual ODA covered by a blanket approval:
    Dr. Indiana Jones will participate in a meeting with Oxford University on March 31, 2015, under a blanket memo approved on September 15, 2014. Use the same format as above except add a "B" to ODA to indicate that approval was via the blanket memo. Use the date of the event.   JellyPB-OD

Document History

File Name: Q:\EMIS\SOPs\Employee-Forms\Official-Duty-Individual-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 corrected pagination, fields being revised in current EMIS revision and to add information regarding the individual activity covered by a blanket approval. FEPlyler
3/31/14   Revised. Updated with new NIH logo and some changes to instructions for fields. NEO (C. Galvin-Combet)