

NIH ETHICS INFORMATION MANAGEMENT SYSTEM (EMIS)

Recusal (Disqualification)

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.
Org Name	Full name of the outside organization with which the employee has a conflict.	Use standard abbreviations as needed.
Reason for Recusal	Choose the most appropriate option in the drop down menu. All are self-explanatory.	Outside Activity Award Financial Interests Seeking Employment Honorary Degree Future Employer Current Employer Other
Responsible Party	Position which takes on the assignment(s) for the recused individual.	Use title rather than name when possible.
Effective Date	Date the recusal becomes effective	Use m/d/yy or mm/dd/yy format. This is normally the date the employee knows recusal is needed.
End Date	Date the recusal ends.	May not be able to enter this date until the employee notifies that the recusal is no longer needed, e.g., ends employment negotiation with outside entity. For an award, End Date is one year after date of receipt.
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. Until the options are changed, use Approved when a DEC concurs and Disapproved when a DEC does not concur with the recusal.	Approved Disapproved Pending (no decision yet) None
To NEO	Date sent to NEO, when applicable.	Use m/d/yy or mm/dd/yy format for date.
NEO Receipt	Date received by NEO.	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 Specialist	Reviewer Name, from drop down.	Choose from drop-down list of ethics reviewers in NEO, maintained by the EMIS Administrator using the role function.
NEO Spec Review	Date review is complete	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 NIH DEC	Date sent to the NIH DEC.	Use m/d/yy or mm/dd/yy format for date.

Field Name	Description	Options/Definitions
NIH DEC Action	Use the drop-down list to choose DEC's action.	Drop-down list contents: Approved Disapproved Pending (no decision yet) None
NIH DEC Sig	Date action signed by the NIH DEC.	Use m/d/yy or mm/dd/yy format for date.
To IC	Date returned to the IC.	Use m/d/yy or mm/dd/yy format for date.
IC Receipt	Date received back by the IC.	Use m/d/yy or mm/dd/yy format for date.
Copy to Emp	Date copy of the signed memo was sent to the employee.	Use m/d/yy or mm/dd/yy format for date.
Notes	Insert other relevant information.	Conserve space in the table, avoid extra spaces or blank lines.

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-hyphen-Recuse-hyphen-Org Name-hyphen-Effective date.pdf

For example, Dr. Indiana Jones's recusal from TreasureTrove Discoveries is effective on January 13, 2015. The file will be named: JonesI-Recusal-TreasureTroveDiscoveries-2015-01-13.pdf

Document History:

2/16/08	Original instructions posted. NEO (FEPLYler)
3/18/13	Revised to include new fields being added to EMIS and consistent format. FEPLYler
4/21/14	Revised. New logo and updated field instructions. NEO (C.Galvin-Combet)