**NEO Points of Contact**

This list contains the current NEO Points of Contact for assistance with NEES, EMIS, the NIH Ethics Program website, the DEC/EC Outlook distribution list, Hoovers, Delegations of Authority, and more. If you need guidance on items not included on this list, please contact your NEO Specialist.

**Reminder:** All non-NEES related ethics actions and requests should be submitted through EMIS with an email to the NEO Action Coordinator (cc your NEO Specialist).

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<th>Item</th>
<th>Contact</th>
<th>Phone</th>
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| NEES / EMIS Employee based or EMIS administrative module questions, general processing, routing, or entry questions. | - Check the [NEES User Manuals](#) and [EMIS Help Documents](#) first  
   - For additional help contact your NEO Specialist | 301.402.6628 |
| NEES Administrator/System questions and granting/removing user roles in the system and general technical support. | - Christina Barnett  
   - CC Amie Sidique | 301.496.5638  301.594.2473 |
| EMIS system access | | |
| EMIS Errors/Functionality Issues | - Submit a [Help Desk Ticket](#) with a detailed description of the issue and indicate “Assign to the OD/OIT Web Team” | 301.496.4357 |
| NEES Errors/Functionality Issues | - Submit a [Help Desk Ticket](#) with a detailed description of the issue and indicate “Assign to the NEES Team” | 301.496.4357 |
| NIH Ethics Program Website Updates to contact lists, web page revisions, broken links | - Stoney Hopkins | 301.402.2051 |
| HOOVERS Granting/removing access, error messages, general questions | | |
| DEC/EC Outlook Distribution List Add/remove employees from list | - Stoney Hopkins  
   - CC Christina Barnett | 301.402.2051  301.496.5638 |
| DEC Delegations of Authority / Re-delegations, and Foreign Entity Determinations | - Contact your NEO Specialist | 301.402.6628 |
| Financial Disclosure Team | - Kiszi McKenzie  
   - David Harris | 301.435.3411  301.435.7728 |
| Protocols (where PI is Top 5) | - Joe Pardi – Primary  
   - CC Brian Boykins – backup  
   - CC NEO Action Coordinator | 301.827.7119  301.496.4663 |
| Annual Ethics Program Questionnaire | - Christy Barnett  
   - CC NEO Action Coordinator | 301.496.5638 |
| Equal Classification Requests/Status | - Kiszi McKenzie  
   - [financialdisclosure2@mail.nih.gov](mailto:financialdisclosure2@mail.nih.gov) | 301.435.3411 |
| SAO Determination Requests/Status 204(d) Analysis Requests/Status | - See EMIS SAO Module for assigned NEO Specialist  
   - See EMIS Award Module for assigned NEO Specialist | |
| Training – Annual Ethics Training, Initial Ethics Orientation, FACA SGE Training | - Christina Barnett  
   - CC NEO Action Coordinator | 301.496.5638 |
| NEAC Requests/Status | - Joe Pardi – Primary  
   - CC Avraham Gross - Backup | 301.827.7119  301.451.9603 |

Updated 7.23.2020