

## Process for Submission of Non-NEES Ethics Actions to NEO

Effective: October 2017  
NEO POC: John Edwards

Ethics actions outside of NEES that require NEO review and processing will be submitted via EMIS.

### Submission via EMIS

IC Ethics Offices will:

- Create a record of the action in EMIS and enter all IC specific data into the EMIS data fields
- Upload the ethics action and any supporting documentation to the completed EMIS record
- Send an email to the [NEO Action Coordinator](#) with a CC to your NEO specialist notifying them of the action requiring review – do not attached the action to the email. Provide information about the action such as employee name, type of action, start date, and EMIS ID number.

NEO will:

- Retrieve ethics actions from the EMIS record and review/process
- Timely complete EMIS data fields specific to NEO to document NEO and NIH DEC review/outcome

### Benefits to use EMIS

- Provide a secure platform to submit actions
- Allow NEO staff to have access to actions requiring review even when an assigned specialist is out of the office
- Increase accuracy of EMIS data
- Give ICs timely access to status of actions

### Future Enhancements - EMIS generated emails

- To NEO Action Coordinator upon completion by the IC of the “To NEO” data field
- To IC upon completion by NEO of the “NIH DEC Sig” field