



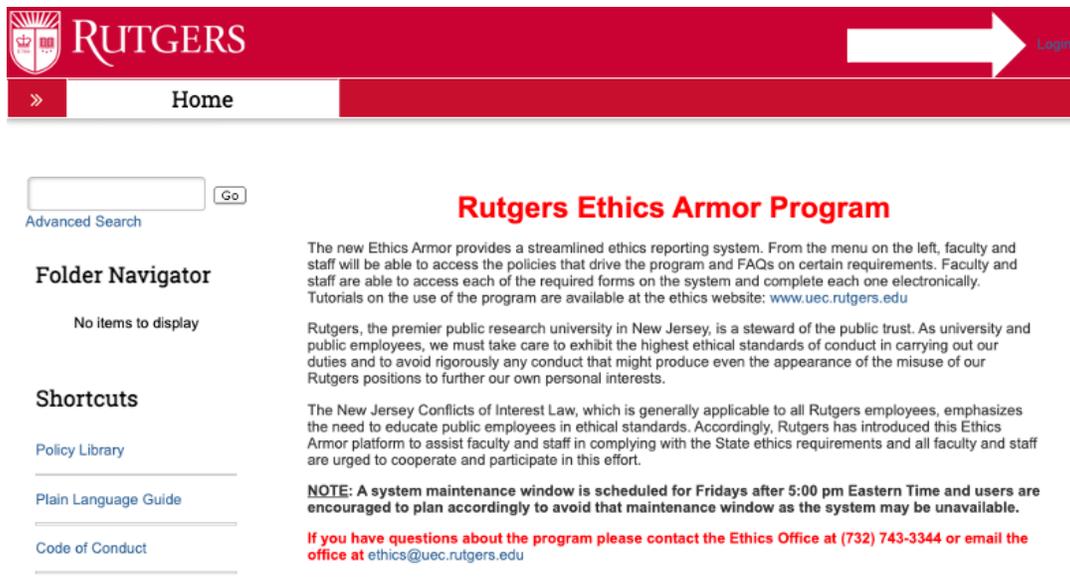
January 2022

# Ethics Armor Outside Activity Questionnaire Manual

## I. Login

Navigate your browser to <http://ethics.rutgers.edu>

You can also login to your portal and click the Ethics Armor icon under MyApps, or follow the links at <http://uec.rutgers.edu>



Click the “Login” link at the top right of the page and login using your NetID and Password.



## II. Annual Outside Activity Questionnaire (OAQ)

Click the link for the Annual Outside Activity Questionnaire for [YOUR NAME] to access the disclosure.

### My Current Actions

Manage My Proxy

Attendance at E



### ETH My Inbox

Filter by ? Name

Name	Date Created	Date Modified	Event N:
Annual Outside Activity Questionnaire for [YOUR NAME]	10/4/2018 8:31 PM	9/3/2019 10:10 AM	



Draft

### My Current Actions

Edit

Printer Version

Submit OAQ

Log Comment

Log Private Comment

Administration

Policy Library

Plain Language Guide

Code of Conduct

Scholarly Capacity FAQ

OAQ Staff Policy

OAQ RBHS Policy

OAQ Faculty Policy

Type: Annual OAQ | ID# OAQ00017106 Discloser: Aabhas Pallival | Phone:

Disclosures History Profile Information Snapshots

#### Notes to Discloser

A summary of all outside activity disclosures can be found below. If you need to update or remove a listing please click on the "Edit" button to the left, under "My Current Actions."  
To get started: Click on the "Edit" button to the left, under "My Current Actions."

#### My Outside Activities

No data to display.

Export

page 1 no results

10 / page

Click the "Edit" button under "My Current Actions" to begin your disclosure.



## A. Profile Information

You may now complete your OAQ by filling out the required questions. Please navigate using the highlighted “Back” and “Continue” buttons or the navigation bar at the top of the screen. Do not use your browser’s “back” button or you may lose your changes.

You will be asked to select your supervisor/department head/chair/dean or whichever title is appropriate for your submission. Click the “Select” button and search for the appropriate individual by last name.

Please Note: The majority of the information included here is provided directly from UHR, and must be updated through your my.rutgers.edu portal (including faculty designation, work address, employment status, etc.).



Check the appropriate name and click the “OK” button. Double check that the email address is for the correct individual.

Select Person

Filter by     [Advanced](#)

Total Selected: 1 ◀◀ 1-2 of 2 ▶▶

▲ Last	First	Organization
<input checked="" type="radio"/> Fournier	Timothy	Rutgers University
<input type="radio"/> Fournier	Sara	Rutgers University

Total Selected: 1 ◀◀ 1-2 of 2 ▶▶

In the Job Duties section, type in a brief description of your duties with the University (e.g. Lecturer, Administrator, Professor, etc.).

The remainder of the information on your profile page is automatically filled-in based on existing University data, and cannot be changed manually.

Click **continue** to move to the next page in the form.



## B. Policy Review and Attestation

Ethics Disclosure Certification - OAQ00017/00

You Are Here: Annual Outside Activity Questi...  
« Back   Save   Exit   Hide/Show Errors   Print   Jump To ▾   Continue »

### Annual OAQ for : **Policy Review and Attestation**

Rutgers University requires that all faculty and staff file certain disclosures, based on their job duties, to remain compliant with University policies and State laws and regulations. The following steps may be completed using the Rutgers Ethics Armor program.

- Complete this "Rutgers Code of Conduct Attestation" when you begin employment and on an annual basis thereafter.
- Disclose any outside employment or voluntary leadership positions on the "Outside Activity Questionnaire" annually. This form must be completed in accordance with University Policies on an annual basis regardless of whether you have a position to disclose.
- Complete the "Outside Activity Questionnaire" prior to commencing any new outside employment or voluntary leadership positions throughout the year.
- Provide any additional information requested as your "Outside Activity Questionnaire" is reviewed.
- For faculty, disclose any benefits received in your Scholarly Capacity on the "Scholarly Capacity Annual Disclosure" form. This form must be completed within two months of the end of the Academic year.
- Disclose any travel on the "Attendance at Events" form, prior to the event. This form must be completed in accordance with University policies and State law.
- You must respond to all requests for additional information in a timely manner. Failure to provide the requested information may lead to denial of the form.

Rutgers Ethics guidelines and forms can be found here:

**Code of Conduct -**

- <https://uec.rutgers.edu/wp-content/uploads/CodeofEthics.pdf>

**Plain Language Guide -**

- <https://uec.rutgers.edu/wp-content/uploads/PlainLanguageGuide.pdf>

Further Information can be found here:

**OAQ - Policies -**

- <http://policies.rutgers.edu/sites/policies/files/60.3.2%20current.pdf>
- <http://policies.rutgers.edu/sites/policies/files/60.9.21%20-%20current.pdf>
- <http://policies.rutgers.edu/sites/policies/files/60.5.8-current.pdf>

**Scholarly Capacity Disclosure FAQ -**

- <https://uec.rutgers.edu/programs/ethics/faq/>

**Policy Library -**

- <http://policies.rutgers.edu/>

1. \* I certify that I have read and received the Rutgers Code of Conduct and the Rutgers Plain Language Guide to Ethics and that I am bound by the same:  Yes  No [Clear](#)

2. \* Please enter today's date:

« Back   Save   Exit   Hide/Show Errors   Print   Jump To ▾   Continue »



On this page you will be asked to review and attest that you have received the University's Code of Ethics and that you are bound by the University's policies. Check the "Yes" button and select the appropriate date using the calendar icon.

Click continue to move on to the next page.



## C. What to Disclose

The screenshot shows the 'Annual OAQ for [redacted] What to Disclose' page. The page header includes the Rutgers logo and the text 'Edit: Disclosure Confirmation - OAQ00017100'. Below the header, there is a navigation bar with buttons for 'Back', 'Save', 'Exit', 'Hide/Show Errors', 'Print', 'Jump To', and 'Continue'. The main content area contains the question 'Do you have Outside Activities?' followed by four numbered questions:

1. \* Are you currently engaged in, or planning to engage in, any business, trade, profession and/or part-time or fulltime employment, paid or unpaid, outside of or in addition to your University employment?  
 Yes  No [Clear](#)
2. \* Do you currently hold a Professional license issued by State of New Jersey?  
 Yes  No [Clear](#)
3. \* Are you or any member of your immediate family employed by a New Jersey casino license holder or an applicant for a New Jersey casino license?   
 Yes  No [Clear](#)
4. \* Do you currently hold or plan to hold a leadership position in any volunteer organization?   
 Yes  No [Clear](#)

At the bottom of the form, there is another navigation bar with buttons for 'Back', 'Save', 'Exit', 'Hide/Show Errors', 'Print', 'Jump To', and 'Continue'.

Answer the four questions on the What to Disclose page and click “Continue.”

If you disclose any outside activity, you will be asked to include details on the following pages. If you have no outside activities you will move on to Submit your OAQ (Skip to page 8).

If you have a professional license you will be asked to disclose it on the following page. If you have an NPI Number (Clinical Providers), please enter it on this page, and validate that it is correct.

Click continue to move on to the next page.



## D. Disclosure Details

**Annual OAQ for Aabhas Paliwal : Disclosure Details**

- Pursuant to University policies, you are required to disclose any outside employment or leadership position in a volunteer organization, excluding political organizations or organizations whose primary purpose are religious in nature.
- If the relationship has not previously been disclosed, click on the "Add Outside Activity" button.
- If the relationship has been previously disclosed, click on the "Modify" link next to the disclosure to update.
- If the relationship is no longer active (e.g., a part-time employment that is no longer active), click on the "Remove" link to the right of the disclosure.

[Add Outside Activity](#)

1. Disclosures Under Review:

View/Edit	Name	Last Updated	Remove
<a href="#">Edit</a>	Disclosure for Aabhas Paliwal	9/3/2019 10:39 AM	<a href="#">Remove</a>

2. Previously Reviewed Disclosures (click 'Modify' to enable editing):

Modify	View	Name	Last Updated	Remove
There are no items to display				

On this page you will be asked to provide details regarding your outside employment or leadership position in a volunteer organization. Click the "Add Outside Activity" button to begin, which will ask you questions regarding your outside activities. Fill out the answers to all the required questions.

Click "Add Outside Activity" again if you have more than one outside activity. You may also edit your submissions or delete submissions if you are no longer involved with a particular outside organization or activity. The submissions are sorted by date.

Click continue to move on to the next page.



## E. Finalize and Submit

Once you have completed your form, exit and click the “Submit OAQ” button highlighted below, you will then be asked to certify that your submission is accurate. If there are any errors in your form or areas not complete, you will be notified at this time.

NOTE: If you do not complete this step your form will not be submitted.

The screenshot shows the Rutgers University Ethics and Compliance portal. The top navigation bar includes 'My Inbox', 'Home', 'Submissions', 'Site Administration', and 'Settings'. The main content area displays a draft of an Annual OAQ form. A red arrow points to the 'Submit OAQ' button in the left-hand navigation menu. Other buttons visible include 'Draft', 'Edit', 'Printer Version', 'Log Comment', 'Log Private Comment', and 'Administration'. The main content area includes sections for 'Notes to Discloser' and 'My Outside Activities'.

The screenshot shows the 'Submit OAQ' confirmation page. The page title is 'Submit OAQ'. The main text reads: 'You are about to submit your annual Outside Activity Questionnaire. Prior to submitting, confirm that all of your information is complete and accurate:'. Below this, there is a certification statement: '\* By checking this box I certify that all information contained in this form is accurate to the best of my knowledge and I understand that false or misleading information may lead to disciplinary action.' A red arrow points to the checkbox next to this statement. At the bottom right, there are 'OK' and 'Cancel' buttons.