September 2019

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.

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.

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

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

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

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.