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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 <u>http://uec.rutgers.edu</u>

*	Home	
Ge)		Rutgers Ethics Armor Program
	The new Ethics Armor provides a streamlined ethics repor required forms on the system and complete each one elec	ting system. From the menu on the left, faculty and staff will be able to access the policies that drive the program and FAQs on certain requirements. Faculty and staff are able to access each of the chorically. Tutorials on the use of the program are available at the othics website, involve rubgers edu
Folder Navigator	Rutgers, the premier public research university in New Jer conduct that tricht produce even the appearance of the m	riey, is a steward of the public trust. As university and public employees, we must take care to exhibit the highest ethical standards of conduct in carrying out our duties and to avoid rigorously any issues of our Robers publics to further our own personal interests.
No items to display	The New Jersey Conflicts of Interest Law, which is general	Ifly applicable to all Rutgers employees, emphasizes the need to educate public employees in ethical standards. Accordingly, Rutgers has introduced this Ethics Amor platform to assist faculty and all factors and attain exceeds to concern and participate in this effort.
Shortcuts		or Fridays after 5:00 pm Eastern Time and users are encouraged to plan accordingly to avoid that maintenance window as the system may be unavailable.
Policy Library	If you have questions about the program please conta	sof the Ethics Office at (732) 743-3344 or email the office at ethics@uec.rulgers.edu
Plain Language Guide		
Code of Conduct		
Scholarty Capacity FAQ		
DAQ Staff Policy		
DAQ RBHS Policy		
DAQ Faculty Policy		

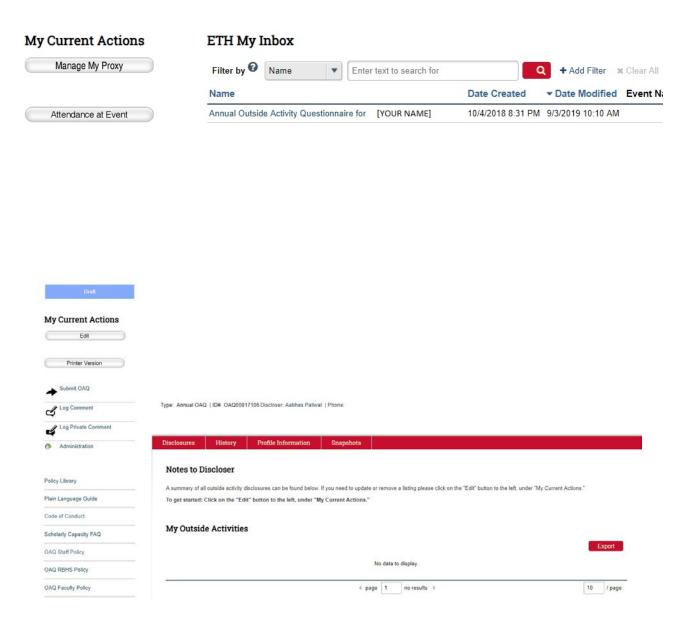
Click the "Login" link at the top right of the page and login using your NetID and Password.



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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.



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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.

RUTGERS					
You Are Here: Annual Outside Activity Questi					
« Back	Save 🕞 Exit	A Hide/Show Errors	🔒 Print	A Jump To	Continue »
Annual OAQ for [YOUR NAME]	Profile Info	rmation			
If information displayed in the read-only fields here is in	ncorrect, please contact HR to upda	ate the required information.			
1. Work Address:					
2. Phone Number:					
3. * Please select your Supervisor, Department	Chair or Deam				
5. My Email Address: @rutgers.edu					
6. Department:					
7. Are you a faculty member? Yes					
8. Rutgers Employment Status:					
9. * Rutoers Job Duriss.	\supset				
« Back	🖺 Save 🛛 🗭 Exit	Hide/Show Errors	🔒 Print	Aump To 🗸	Continue »

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.).



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

Select Person			
Filter by Last	Fournier	GoClear	Advanced
Total Selected: 1	4 € 1	-2 of 2 🕨	
▲ Last	First	Organization	
Fournier	Timothy	Rutgers University	
O Fournier	Sara	Rutgers University	
Total Selected: 1	N 4 1	-2 of 2 🕨	
		3	OK Cancel

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.



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B. Policy Review and Attestation

RUTGERS					Edit: Dis	closure Certification - OAQ00017106
You Are Here: Annual Outside Activity Questi						
≪ Back	🖺 Save	🕩 Exit	A Hide/Show Errors	🔒 Print	Aump To 🗸	Continue »
Annual OAQ for	: Polic	cy Rev	iew and Attes	tation		
Rutgers University requires that all faculty and staff file certain using the Rutgers Ethics Armor program.	disclosures, ba	ased on their j	ob duties, to remain compliant	with Universi	ity policies and State laws and regulations	s. The following steps may be completed
 Complete this "Rutgers Code of Conduct Attestation" will Disclose any outside employment or voluntary leadersh regardless of whether you have a position to disclose. Complete the "Outside Activity Questionnaire" prior to co- Provide any additional information requested as your "C For faculty, disclose any benefits received in your Schol Disclose any travel on the "Attendance at Events" form, You must respond to all requests for additional informati 	ip positions on ommencing an Jutside Activity arly Capacity o prior to the eve	the "Outside / y new outside Questionnaire in the "Schola ent. This form	Activity Questionnaire" annual employment or voluntary lead " is reviewed. rly Capacity Annual Disclosur must be completed in accord	ly. This form r dership positio e" form. This f ance with Univ	ons throughout the year. form must be completed within two month versity policies and State law.	
Rutgers Ethics guidelines and forms can be found here:						
Code of Conduct -						
 https://uec.rutgers.edu/wp-content/uploads/CodeofEthic 	s.pdf					
Plain Language Guide -						
 https://uec.rutgers.edu/wp-content/uploads/PlainLangua 	geGuide.pdf					
Further Information can be found here:						
OAQ - Policies -						
 http://policies.rutgers.edu/sites/policies/files/60.3.2%20c http://policies.rutgers.edu/sites/policies/files/60.9.21%2C http://policies.rutgers.edu/sites/policies/files/60.5.8-curred 	-%20current.p	df				
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 0 2. * Please enter today's date:	_	uct and the R	tutgers Plain Language Guid	le to Ethics a	and that I am bound by the same: O	Yes 🔿 No <u>Clear</u>
« Back	🖺 Save	🕩 Exit	A Hide/Show Errors	🔒 Print	Aump To 🗸	Continue »

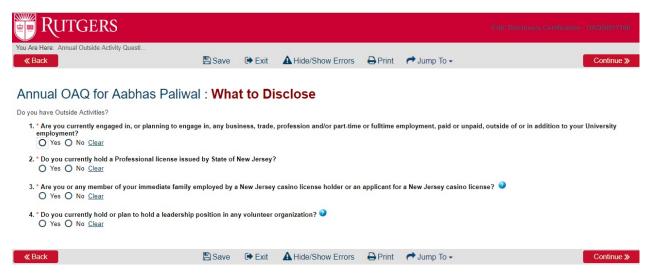
On this page you will be asked to review and attest that you have received the University's Code of Ethics and that you are bound by the University's policies. Check the "Yes" button and select the appropriate date using the calendar icon.

Click continue to move on to the next page.



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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.



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D. Disclosure Details

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Annual QAQ for Appl	Dolive	Dice		Dataila				
Annual OAQ for Aabl	has Paliwa	I : DISC	losure	Details				
1. Pursuant to University policies, y primary purpose are religious in the second sec		disclose any o	outside emple	oyment or leadership position	on in a volunt	teer organization, excludin	g political organizations or organ	izations whose
2. If the relationship has not previou	usly been disclosed	l, click on the	"Add Outsid	e Activity" button.				
3. If the relationship has been previ	ously disclosed, cl	ick on the "Mo	dify" link ne:	xt to the disclosure to updat	e.			
4. If the relationship is no longer ac	tive (e.g., a part-tim	e employmen	t that is no lo	onger active), click on the "F	emove" link	to the right of the disclosu	ıre.	
Add Outside Activity								
1. Disclosures Under Review:							\frown	
View/Edit	Name				Last Up	odated	Remove	
2. Previously Reviewed Disclosures	Disclosure for Aab				9/3/2019) 10:39 AM		
	View	Name	•	Last Updated			Remove	
There are no items to display								
« Back		🖹 Save	C Exit	A Hide/Show Errors	🔒 Print	Aump To 🗸		Continue »

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.



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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.

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Submissions	COI Reports			Administration		
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ly Current Actio	ns					
Edit						
Printer Version	Disclosur	es Histor	y Profile Information	n Snapshots		
	Notes	to Discloser	r i			
Submit OAQ	A summa	ry of all outside act	ivity disclosures can be found b	elow. If you need to update or remove	e a listing please click on the "Edit	" button to
Log Comment		nder "My Current A arted: Click on the	ctions." • "Edit" button to the left, und	er "My Current Actions."		
Log Private Commen	t					
Administration	My Ou	itside Activi	ties			
	Name a	f Employer	Name of Organi	Turo o	of Outside Activity	Export
olicy Library		Employer	Name of Organi	Compe	-	
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ode of Conduct						
ecute "Submit OA	Q" on OAQ00028850	- Google Ch	rome			- 0
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III. ONQ						
			Activity Questio	nnaire. Prior to sub	mitting, confirm t	that all of
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