



FACT SHEET

Electronic Submission of Official Duty Activity Request

DESCRIPTION

The Official Duty Activity (ODA) request form is submitted through the NIH/NINR IC intranet SharePoint site with the filer/requester only having access and ability to enter, view, review or correct their personal entries. The Ethics department is the hub for all submitted ethics documents in SharePoint and has the ability to view, track, as well as correcting all submitted ethics documents with notification and permission of filer. Upon completion, ethics officials can file the document in the secure Ethics SharePoint library site and make a PDF to be filed in other required NIH/ NINR IC Ethics' locations.

PURPOSE

Eliminate the use of paper product in accordance and support of the DHHS/ NIH Going Green policy; create a more efficient precise method for processing ODA submissions reducing the time and manpower to complete the process; ability to monitor the progress of the submission, eliminating the "following through cracks" syndrome. The product is always available and visible.

PRODUCT ADAPTABILITY

If an agency or institute has an intranet presence, the ability to implement the electronic ODA submission is easily transferable. The format has been created to work with SharePoint, but this format can be altered for other applications.

AGENCY CONTACT

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