From: Lowery, Amber (NIH/NCI) [E]
To: NCI DCTD Travel Planners;
Subject: FW: Travelers Certifying Ethics Checklist for Sponsored Travels
Date: Wednesday, July 21, 2010 3:03:50 PM

From: Carney, Deborah (NIH/NCI) [E]
Sent: Wednesday, July 21, 2010 1:35 PM
To: Bishop, Jamie (NIH/NCI) [E]; Brooks, Pamela O. (NIH/NCI) [E]; Canty-Collins, Roberta (NIH/NCI) [E]; Condon, Aaron (NIH/NCI) [E]; Corey, Christopher (NIH/NCI) [E]; Corum, Ashley (NIH/NCI) [E]; Culley, Nicole (NIH/NCI) [E]; Curington, Christina (NIH/NCI) [E]; Daley, Leonie (NIH/NCI) [E]; Davis, Brett (NIH/NCI) [E]; Dixon, Debra (NCI OM ARC); Guyton, Vanessa (NCI OM ARC); Haggerty, Kelly (NIH/NCI) [E]; Haller, Denise (NIH/NCI) [E]; Heckman, Dana (NIH/NCI) [E]; Holden, Nina (NIH/NCI) [E]; Hunter, Sabrina (NIH/NCI) [E]; Kapinos, Kathryn (NIH/NCI) [E]; Knight, Karen (NIH/NCI) [E]; Lowery, Amber (NIH/NCI) [E]; Meredith, Kristin (NIH/NCI) [E]; Muhammad, Maryam (NIH/NCI) [E]; Peigh, Alan (NIH/NCI) [E]; Perkins, Josephine (NIH/NCI) [E]; Richardson, David (NIH/NCI) [E]; Robinson, Carrie (NIH/NCI) [E]; Smith, Pritee (NIH/NCI) [E]; Stewart, Nichole (NIH/NCI) [E]; Wilkins, Becky (NIH/NCI) [E]; Williams, Rashida (NIH/NCI) [E]
Cc: NCI ARC Managers; NCI ARC Deputy Managers; Wahlert, Shari (NIH/NCI) [E]; Martin, Jennifer (NIH/OD) [E]; Robinson, Kiel (NIH/NBS) [C]
Subject: Travelers Certifying Ethics Checklist for Sponsored Travels
Importance: High

NCI HPOCs: please disseminate this information to your planners and approvers.

With the new GovTrip system, it is more important than ever that your traveler electronically certify his/her Ethics Checklist online for sponsored travel.

REMINDER: It is illegal for a traveler to give his/her NIH Portal login to a planner to certify a checklist online. It not only makes the planner culpable if there are issues with the document, putting them at risk, but it is also against NIH Security policy, and a traveler may lose his log-in privileges.

If a traveler cannot certify the Ethics checklist in GovTrip, please try these steps below:

- If your traveler is using a PC, he must certify Gov trip documents

using the Internet Explorer browser.

- If your traveler is using a Mac, he must use Safari.

  NOTE: **GovTrip is NOT compatible with Mozilla or Firefox browsers. Using Mozilla or Firefox as the browser will lock the document, preventing the traveler from certifying the Ethics Checklist.**

If your traveler has received an email notification from the planner that he must certify his sponsored travel document, he should follow the steps below:

1. Click on the link in the email (or copy and paste the link from the email into the Safari browser and press enter on keyboard to navigate to NIH Portal), and log into the NIH Portal with User ID and Password.
2. In Section 2 of the NIH eVoucher page, press the [Edit] button next to the corresponding sponsor.
3. The GovTrip Ethics Checklist screen will display (if using Safari, he may have to scroll to the right to see content on the screen).
4. Traveler must enter his or her name in the Traveler field
5. Traveler must enter the following justification in Block #4: 'It is customary for non-conflicting sponsors to offer support for travel of mutual benefit to the sponsor and NIH.'
6. Traveler must check the check-box to certify the information above is accurate and complete to the best of his knowledge.
7. Traveler must then press the Certify button.
8. Traveler will be returned to the NIH eVoucher page. The status of the Sponsor in Section 2 of the NIH eVoucher page should flip to 'True.' If using a MAC, the traveler will have to navigate to View on the toolbar at the top of the page and select Reload Page to refresh the page so that 'False' flips to 'True.'
9. Then the traveler may certify the Ethics Checklist in Section 3, which will sign and route the authorization through the routing list.

Another way to complete certification is via the My Gov Trip Documents Portlet via the NIH Portal. Below are instructions describing how your traveler can certify using this method if he doesn't have the email notification link:

- Log into the NIH Portal (http://my.nih.gov)
  - o Click on the "My Pages" tab in the top left hand side of the page, and select 'Add Portlets' (if the traveler doesn't see this in the drop down menu, he should select NIH Portal Page first)
  - o In the Search for Portlets box, type in My Govtrip, and click the arrow to the right of the box.
  - o Traveler should receive one search result labeled 'My Govtrip Documents;' he should click the box to the left of this to insert a check mark, and click the "Finish" button in the top right hand corner of the page.
  - o Once taken back to the NIH Portal page, scroll down and there should be a section labeled 'My GovTrip Documents,' and it should list all Gov trip travel documents. It will list past documents for viewing purposes and any documents that require certification and will allow the traveler to certify the document.
  - o Follow steps above while in the selected GovTrip document.

IMPORTANT INFORMATION REGARDING TRAVELER CERTIFICATION IN GOVTRIP FOR ONLINE BOOKED TICKETS AND SPONSOR CHANGES:

If changes are made to an online booked ticket for a sponsored travel (including removal of a online booked ticket), and this change generates a BOOK-AS-U-GO status in the Digital Signature section of the authorization, the document MUST be stamped "signed" again in order for the authorization to go thru the CTO Submitted/Booked statuses, which allows the document to be placed in the Omega QC queue for booking again. If the traveler had originally stamped the document "signed," and the traveler is unavailable to stamp the document in GovTrip again, the AO may stamp the document "signed" the second time in order for the authorization to go thru the Omega QC process. If the document is not stamped "signed" by someone in the routing path (excluding the planner, who won't see that

option in the dropdown menu), the Ethics Office cannot stamp the document "Approved."

If the sponsor information is changed, such as adding another sponsor to an existing sponsored travel document, or changing the name of a sponsor, the traveler must certify the Ethics Checklist(s) again, and the document must be stamped "signed" again. If there is no online booked ticket and/or no changes have been made to the online booked ticket, the traveler MAY certify manually on a hard copy checklist if he is unavailable for signature. Send the hard copy checklist to the Ethics Office, and the Ethics Office will final approve the document.

If changes are made to a ticket that was booked thru Omega, or the ticket is in kind, the traveler does not have to stamp the document "signed" again. The planner can make the changes to the amount of the ticket in the Other Transportation section, save the changes, and close out of the document.

NOTE: IF THERE IS AN ONLINE BOOKED TICKET, YOUR TRAVELER MUST CERTIFY/STAMP THE DOCUMENT "SIGNED" AT LEAST ONCE IN GOVTRIP. THERE IS NO WAY AROUND THIS REQUIREMENT. IF YOUR TRAVELER HAS TROUBLE CERTIFYING HIS DOCUMENTS, OR YOU THINK HE MAY BE UNAVAILABLE TO CERTIFY IN GOVTRIP, DO NOT BOOK YOUR RESERVATIONS ONLINE--CALL OMEGA.

If you have any questions, contact me at 301-496-2678.

Deb

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