



Northeastern

eCD Discloser Step by Step Instructions

NU-RES Help Center



Table of Contents

Contents

Table of Contents	2
eCD Discloser – Completing the initial Annual Disclosure/Off-Cycle Disclosure	3
eCD Discloser – Updating the Annual Disclosure.....	6
eCD Discloser – Completing the Annual Disclosure in subsequent years.....	9

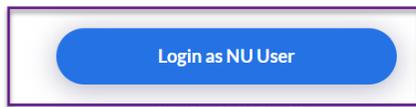


eCD Discloser – Completing the initial Annual Disclosure/Off-Cycle Disclosure

- Log into [eCD](#) with your My Northeastern credentials:



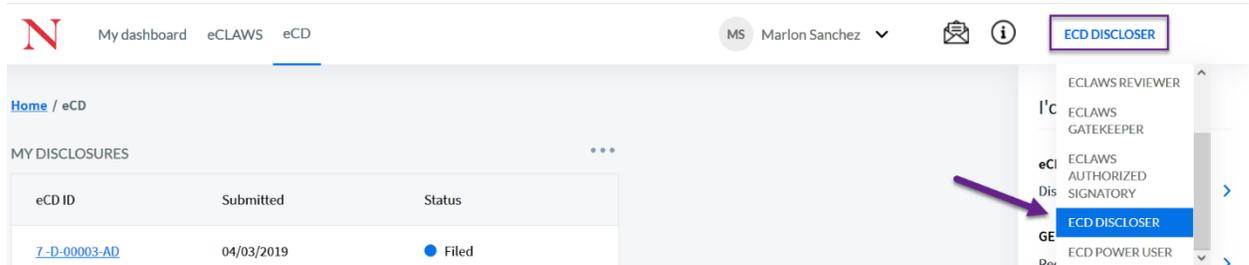
Welcome



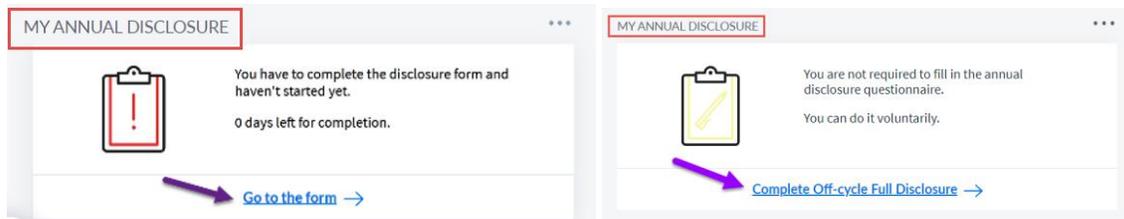
ePAWS, eCLAWS, eCD

[Sign In](#) or [Sign Up as External User](#)

- Upon logging in select the eCD Discloser role in the upper right corner of the screen:



- Scroll down to the 'My Annual Disclosure' section; during the Annual Disclosure Cycle, or during Off-Cycle, select either 'Go to the form' link or 'Complete Off-Cycle Full Disclosure' link:



- The conflict of interest and commitment annual disclosure form is presented; read the policy sections and when finished, select the 'Read & Understood' button on the bottom of the page:



Northeastern University is committed to an open and productive environment in which to work, teach and conduct research. All of our endeavors must be grounded in ethical principles, conducted according to the utmost standards of integrity, and carried out in compliance with legal and regulatory requirements and university policies. The University encourages and supports interaction by its faculty and staff with industry, government (federal, state, and local), community organizations, and colleagues and students at other institutions, as these provide important opportunities for innovation, research, education, collaboration and public service.

The University understands that such interactions may create the potential for actual or perceived conflicts of interest, and accordingly requires annual disclosure by all benefits-eligible employees of potentially conflicting outside employment, activities and financial interests so that the university can identify and appropriately manage or eliminate situations in which personal or familial interests might compromise or appear to compromise the objectivity and integrity of our undertakings.

- Repeat for each policy section:



- When presented with the questionnaire, enter your responses for each question by selecting the appropriate answer:



- Test Changes. During the reporting period, have you had responsibility for, or a decision making role in, selecting vendors or purchasing a single product or service over \$10,000? If yes, provide relevant details.

Yes No
- 8888Have you participated in the hiring of a family member, or do you directly or indirectly supervise, review or determine compensation for a member of your family working at Northeastern? If yes, provide relevant details.

Yes No
- During the reporting period have you used, except in an incidental way, or permitted family members or others to use or access university property, facilities, resources, personnel or equipment for personal or non-University related purposes? If yes, describe each instance.

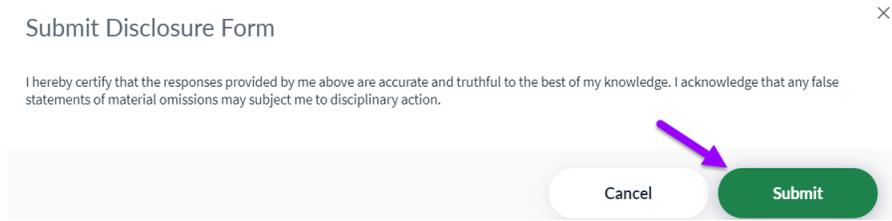
Yes No
- Are you or a family member involved as an investor, owner, employee, consultant, contractor, or board member with an organization or business that has conducted or is seeking to conduct business with Northeastern, or provided goods or services to Northeastern? If yes, provide relevant details.

Yes No [+ File Interest](#)

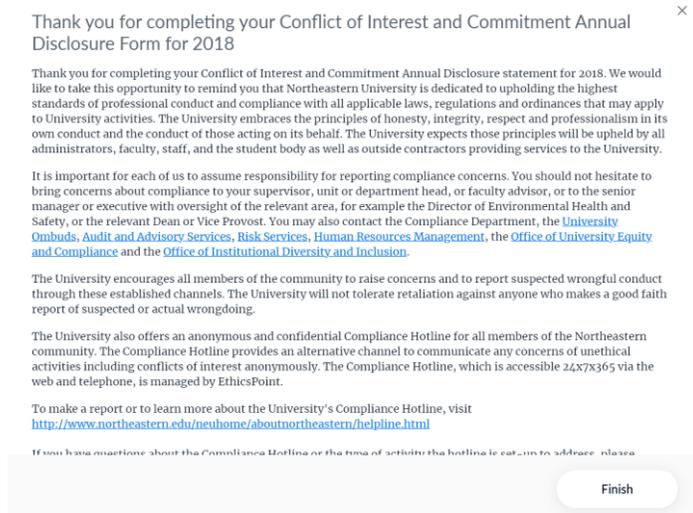
- When finished, select the 'Submit' button (or Save to save the information and stay on the page):



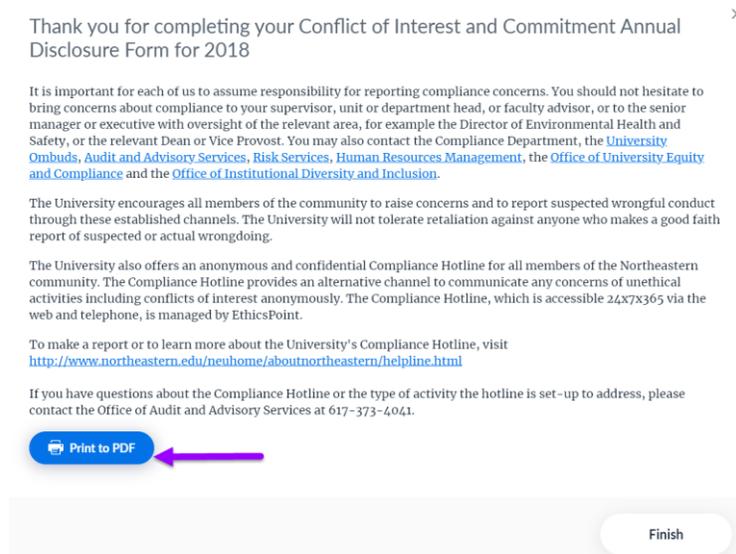
- Upon Submit, certify to the statement by selecting “Submit” on the certification pop-up:



- Upon ‘Submit,’ you will see the “Thank you for completing your Conflict of Interest and Commitment Annual Disclosure Form” notification:



- Optional: Scroll down the window and print out the form:



- Select the “Finish” button or the (X) in the upper right-hand corner of the screen to complete your disclosure.



eCD Discloser – Updating the Annual Disclosure

To Amend your Disclosure please follow the steps below:

1. Log into [eCD](#) with your My Northeastern credentials. Upon logging in select eCD Discloser role on the top right hand corner:

The screenshot shows the user interface for a discloser. At the top right, a user profile for 'MS Marlon Sanchez' is visible. A dropdown menu is open, showing various roles: ECLAWS REVIEWER, ECLAWS GATEKEEPER, ECLAWS AUTHORIZED SIGNATORY, **ECD DISCLOSER** (highlighted with a purple box and arrow), and ECD POWER USER. Below the menu, a table titled 'MY DISCLOSURES' shows one entry with ID '7-D-00003-AD', submitted on '04/03/2019', and status 'Filed'.

On the “I’d like to...” menu, select “Amend my (year) Latest Disclosure Form:”

This screenshot shows the 'I'd like to...' menu on the eCD Discloser interface. The menu items are: Amend my 2011 Latest Disclosure Form (highlighted with a green box and arrow), Discuss a potential interest, Instructions, and a GENERAL section containing Request Help, Request a Data Correction, and Provide Feedback. The dashboard background shows 'Review Completed' as 0 and 'Missing' as 0.

2. Select the pencil/ Amend icon to make your changes:

The screenshot displays a progress bar for a disclosure form titled '11-D-00001-OC-A1 2011 Conflict of Interest and Commitment Annual Disclosure' for the period 'OCT. 2019 - OCT. 2019'. The progress bar shows five steps: INTRODUCTION, POLICY SECTION 2, POLICY SECTION 3, POLICY SECTION 4, and QUESTIONNAIRE (5). Below the progress bar, a question is shown: '1. During the reporting period, have you had responsibility for, or a decision making role in, selecting vendors or purchasing a single product or service over \$10,000? If yes, provide relevant details.' The 'Yes' radio button is selected. An 'AMEND' button with a pencil icon is highlighted with a green arrow.



3. Select the questions that you would like to amend (i.e. change yes/no response or enter text in comment box):

NO CHANGE SAVE
CLOSE

1. During the reporting period, have you had responsibility for, or a decision making role in, selecting vendors or purchasing a single product or service over \$10,000? If yes, provide relevant details.

Yes No

Comment

Please enter your comment

NO CHANGE SAVE
CLOSE

21. If you are aware of any other circumstances that could be perceived as a potential conflict of interest or a conflict of commitment that has not been previously disclosed within this disclosure, please use the space below to describe.

Yes No

4. Select submit after questions have been amended:

NO CHANGE AMEND

21. I acknowledge that I am supplying this information for review by authorized University personnel.

Acknowledged

22. Submit Disclosure Form ×

I hereby certify that the responses provided by me above are accurate and truthful to the best of my knowledge. I acknowledge that any false statements of material omissions may subject me to disciplinary action.

5. If you would like to Print your disclosure, select the “Print to PDF” button; otherwise, select Finish:

Thank you for completing your Conflict of Interest and Commitment Annual Disclosure Form for 2018 ×

standards or professional conduct and compliance with applicable laws, regulations and ordinances that may apply to University activities. The University embraces the principles of honesty, integrity, respect and professionalism in its own conduct and the conduct of those acting on its behalf. The University expects those principles will be upheld by all administrators, faculty, staff, and the student body as well as outside contractors providing services to the University.

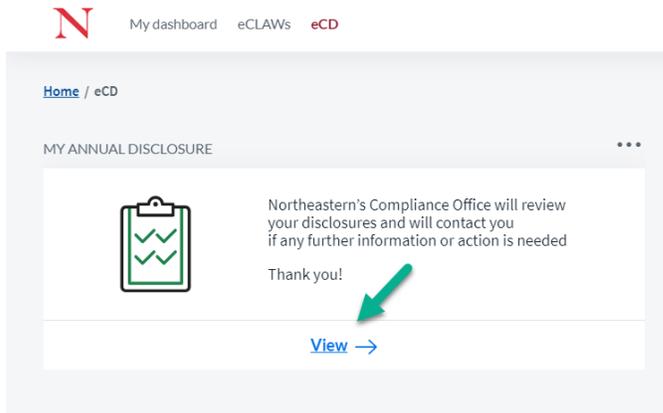
<http://www.northeastern.edu/neuonline/abouttheuniversity/hotline-atm>

If you have questions about the Compliance Hotline or the type of activity the hotline is set-up to address, please contact the Office of Audit and Advisory Services at 617-373-4041.

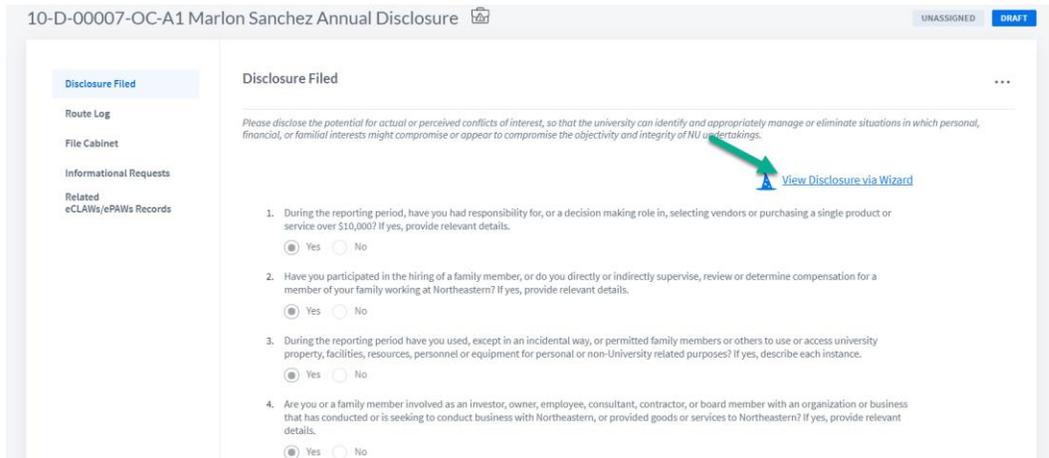


An alternative method to navigate to the disclosure wizard:

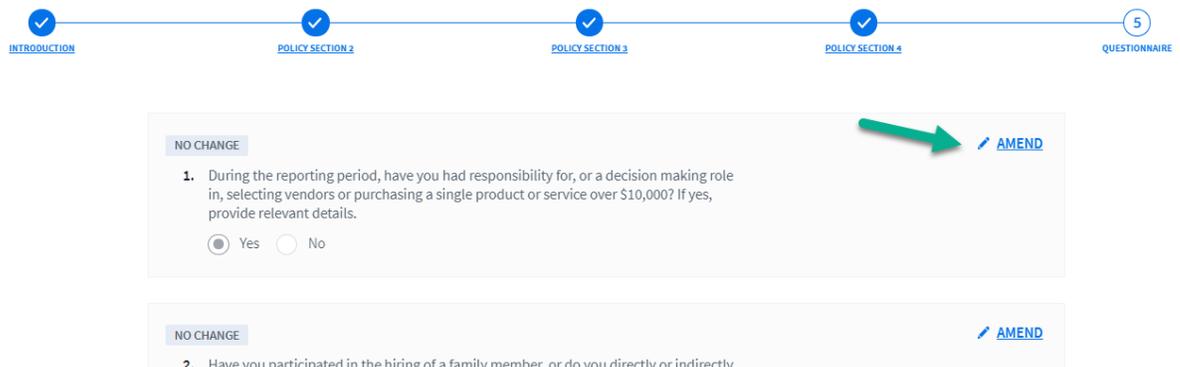
1. In the widget 'My Annual Disclosure,' select View:



2. Select 'View' Disclosure via Wizard':



3. Select the pencil/ Amend icon to make your changes:





- 4. Select the questions that you would like to amend (i.e. change yes/no response or enter text in comment box):

NO CHANGE [SAVE](#)
[CLOSE](#)

1. During the reporting period, have you had responsibility for, or a decision making role in, selecting vendors or purchasing a single product or service over \$10,000? If yes, provide relevant details.

Yes No

Comment

Please enter your comment

NO CHANGE [SAVE](#)
[CLOSE](#)

21. If you are aware of any other circumstances that could be perceived as a potential conflict of interest or a conflict of commitment that has not been previously disclosed within this disclosure, please use the space below to describe.

Yes No

eCD Discloser – Completing the Annual Disclosure in subsequent years

If the user disclosed in the previous cycle year, answers to the same questions will be brought forward to the new cycle. Answers from a cycle before the previous cycle will not be brought forward; new questions will not have answers.

- When presented with the questionnaire, enter your responses for each question by selecting the appropriate answer:

12-D-00004-AD 2012 Conflict of Interest and Commitment Annual Disclosure OCT, 2019 - OCT, 2019

INTRODUCTION POLICY SECTION 2 SECTION 3 POLICY SECTION 4 QUESTIONNAIRE

previous cycle responses

1. During the reporting period, have you had responsibility for, or a decision making role in, selecting vendors or purchasing a single product or service over \$10,000? If yes, provide relevant details.

Yes No

Comment (optional)

Please enter your comment

2. Have you participated in the hiring of a family member, or do you directly or indirectly supervise, review or determine compensation for a member of your family working at Northeastern? If yes, provide relevant details.

Yes No

Comment (optional)

Please enter your comment

For help with the eCD application, please contact the [NU-RES Help Center](#).

For Research business process related questions, please contact NU-RES@northeastern.edu.

For compliance related questions, please contact Compliance@northeastern.edu.