eCD Discloser Step by Step Instructions

NU-RES Help Center

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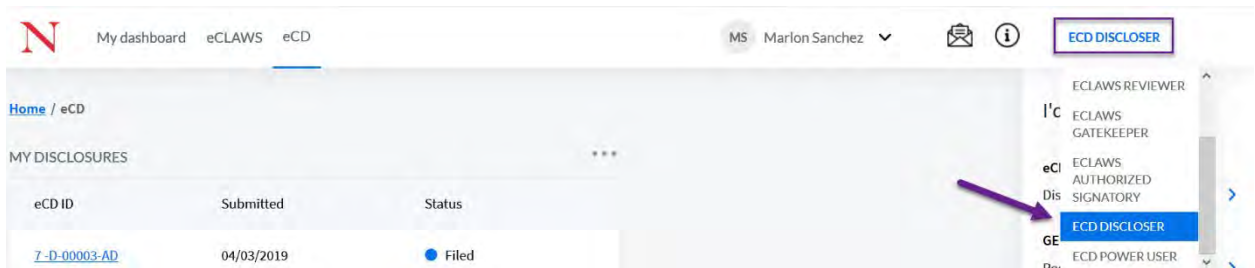## Contents

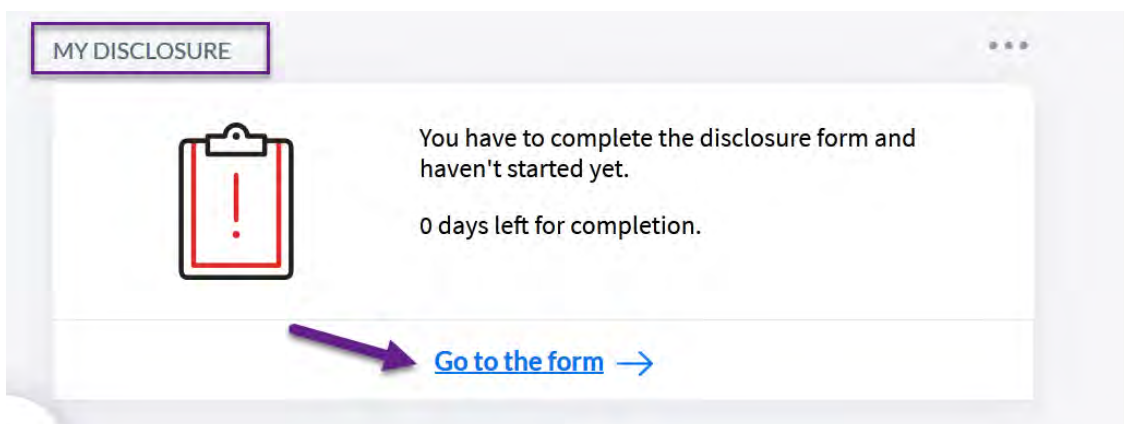## eCD Discloser – Completing the initial Annual Disclosure

- Log into eCD with your My Northeastern credentials:

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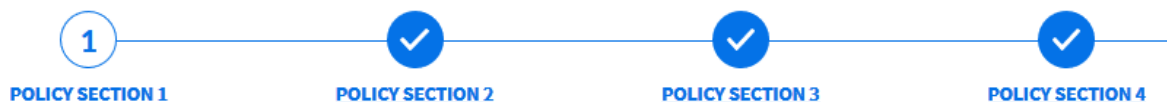

- Scroll down to the 'My Disclosure' section and select the 'Go to the form' link:

- 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:

- Repeat for each policy section:

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

- When finished, select the 'Save' button (to save and stay on the page) or "Next" to save and go to the next page:

- The final screen will show related records in eCLAWS or ePAWS. **Please Note: these applications are not yet launched, so the sections will show no data; the entire screen will be hidden when the actual 2019 disclosure is distributed to the user community).** In section 3, please select the appropriate response. Select the 'Submit' button once you are finished:

- Upon 'Submit,' you will see the "Thank you for completing your Conflict of Interest and Commitment Annual Disclosure Form" notification:

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

Thank you for completing your Conflict of Interest and Commitment Annual Disclosure statement for 2018. We would like to take this opportunity to remind you that Northeastern University is dedicated to upholding the highest standards of professional conduct and compliance with all 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.

It is important for each of us to assume responsibility for reporting compliance concerns. You should not hesitate to bring concerns about compliance to your supervisor, unit or department head, or faculty advisor, or to the senior manager or executive with oversight of the relevant area, for example the Director of Environmental Health and Safety, or the relevant Dean or Vice Provost. You may also contact the Compliance Department, the University Ombuds, Audit and Advisory Services, Risk Services, Human Resources Management, the Office of University Equity and Compliance and the Office of Institutional Diversity and Inclusion.

The University encourages all members of the community to raise concerns and to report suspected wrongful conduct through these established channels. The University will not tolerate retaliation against anyone who makes a good faith report of suspected or actual wrongdoing.

The University also offers an anonymous and confidential Compliance Hotline for all members of the Northeastern

You Are Welcome!

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

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

and Compliance and the Office of Institutional Diversity and Inclusion.

The University encourages all members of the community to raise concerns and to report suspected wrongful conduct through these established channels. The University will not tolerate retaliation against anyone who makes a good faith report of suspected or actual wrongdoing.

The University also offers an anonymous and confidential Compliance Hotline for all members of the Northeastern community. The Compliance Hotline provides an alternative channel to communicate any concerns of unethical activities including conflicts of interest anonymously. The Compliance Hotline, which is accessible 24x7x365 via the web and telephone, is managed by EthicsPoint.

To make a report or to learn more about the University's Compliance Hotline, visit http://www.northeastern.edu/neuhome/aboutnortheastern/helpline.html
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.

🖶 Print to PDF

You Are Welcome!

- Select the "You Are Welcome" button or the (X) in the upper right-hand corner of the screen to complete your disclosure.
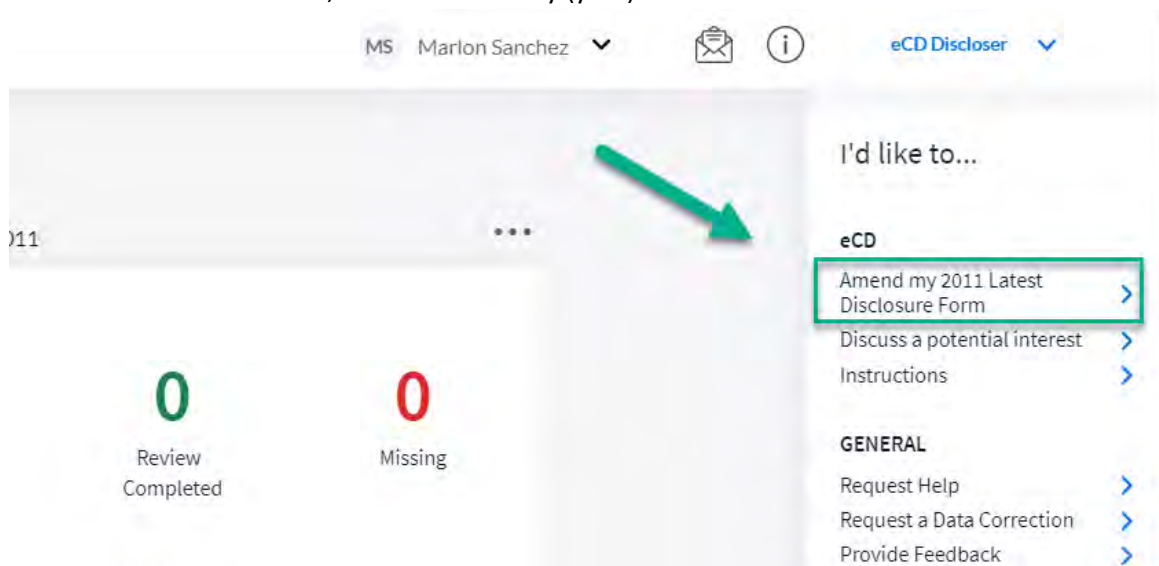
eCD Discloser – Updating the Annual Disclosure
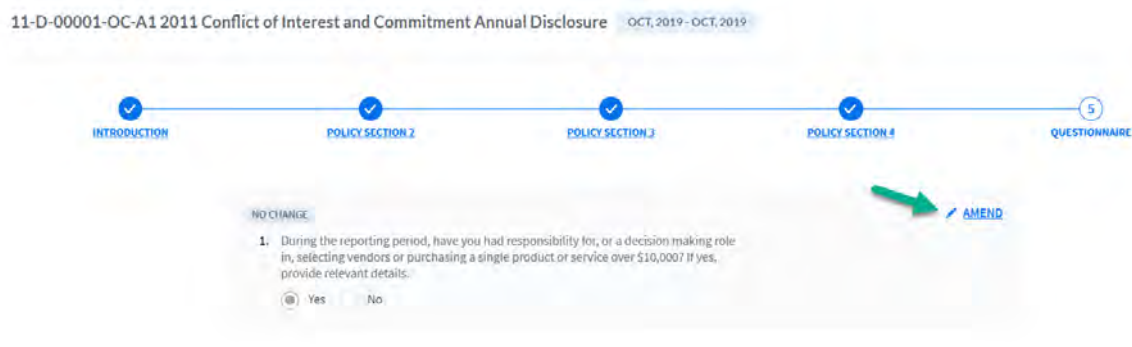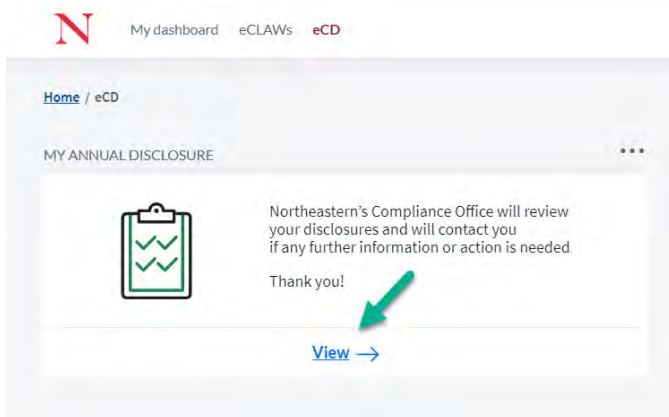
To Amend your Disclosure please follow the steps below:

1. Log into eCD with your My Northeastern credentials. Upon logging in select eCD Disclosure role on the top right hand corner:
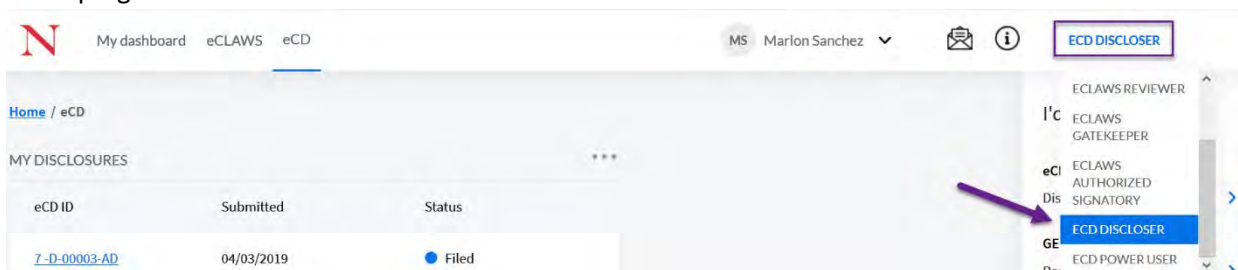
On the "I'd like to…" menu, select "Amend my (year) Latest Disclosure Form:"

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

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

4. Select submit after questions have been amended:

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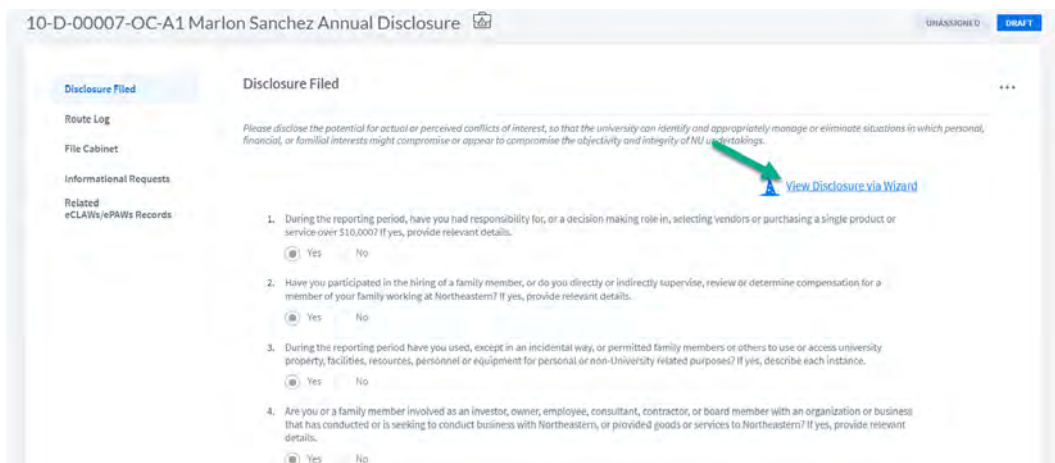

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An alternative method to navigate to the disclosure wizard:
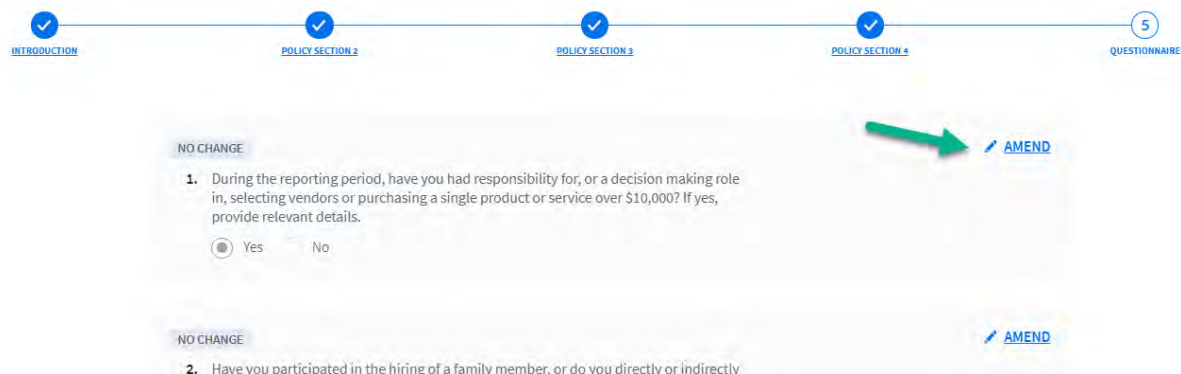
1. In the widget 'My Annual Disclosure,' select View:

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):

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.

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

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.

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