DISCLOSER GUIDE

- Getting Started
- Creating an FCOE Disclosure
- Creating an Outside Activity Disclosure
- Submitting Disclosures
- Post-Submission Actions

Contents

- Involvement in certain types of **business**, **employment**, **or contractual relationships**;
- Employment of a related person in situations that could lead to **nepotism**;
- Soliciting or accepting **gifts**;
- **Misuse of Public Position or Non-Public Information**;
- Engaging in certain **outside activities** that have the potential to create a conflict of interest or commitment.

Meaning employees use eDisclose to meet their annual FCOE disclosure and acknowledgement requirement; disclose nepotism, and disclose outside activity. USF System administration uses eDisclose to review FCOE, nepotism, and outside activity disclosures in accordance with USF System regulation and policy; and monitor compliance with same.

What are the benefits of using eDisclose?

The eDisclose system provides employees with an efficient, effective means of meeting their annual disclosure and acknowledgement requirements under the FCOE and USF System Policy 0-027.

Some the benefits of the eDisclose system over the “old” paper-based system are:

- Automated reminders of due dates.
- Automated disclosure routing to appropriate reviewers.
- Real-time status updates regarding the review and approval of your disclosures.
- Process transparency, meaning you can log in anytime from anywhere and see who last touched your disclosure, when, and what they did with it.
- Email buttons that look like the blue-and-white envelope

How does eDisclose work?

As employees navigate through the eDisclose System they are provided with education pages and then, when appropriate, they are asked a series of questions designed to assist them in determining whether or not their particular situation must be disclosed.

Employees disclosing in eDisclose are called “Disclosers”. Institutional Officials responsible for reviewing disclosures in eDisclose are called “Reviewers”. Based on a Discloser’s answers, eDisclose will forward their disclosure to the appropriate Reviewer as follows:

- **Business, Employment, or Contractual Relationship** disclosures are forwarded to the USF System Compliance & Ethics Program.

- **Nepotism** and **Outside Activity** disclosures are forwarded for sequential review based on the hierarchy for the Discloser’s organizational unit:
  1) **Supervisor**—the Discloser’s direct Supervisor as recorded in GEMS.
  2) **Manager**

USF Health Faculty should contact USF Health Faculty and Academic Affairs for assistance by calling 813-974-1676. It is important to remember that USF Health outside activity disclosures are NOT made in the eDisclose system, but rather are made in USF Health's Reporting Outside Activities Database (ROAD), available online at https://hsccf.hsc.usf.edu/road/ .

Administration, Staff, and Temporary employees should first discuss the activity their supervisor. If additional assistance is needed, they should contact the USF System Compliance & Ethics Program by emailing eDisclose@usf.edu or phoning 813-974-2705.

Nepotism Guidance

Faculty members should direct questions about the employment of a related person in their organizational unit or a related organizational unit to the USF System Office of the Provost by calling 813-974-2145.

Administration, Staff, and Temporary employees should direct nepotism questions to the USF System Compliance & Ethics Program by phoning 813-974-2705 or emailing eDisclose@usf.edu.

Gifts or Conflicting Business Relationships Guidance

Contact the USF System Compliance & Ethics Program by emailing eDisclose@usf.edu or phoning 813-974-2705.

eDisclose Help Desk

If you have technical questions about eDisclose, the eDisclose Help Desk is available during regular business hours at 813-974-9312 and by email at eDisclose@usf.edu.

This will open your eDisclose "Home Page". To create an FCOE Disclosure, select **New FCOE Disclosure** button on the left-hand tool bar of your Home Page. This will

Once you have answered all the FCOE questions pertaining to your specific situation, the eDisclose system will summarize your disclosure on the **Florida Code of Ethics (FCOE) Summary** p

If you need to modify your answers, use the **Back** button or the **Jump To:** drop-down menu to navigate to the page of the form needing revision.

If the information presented is correct, then click the **Continue** button, which will bring you to the **Disclosure Saved** page. This page indicates that you have successfully saved, but not submitted, your disclosure in eDisclose. At this point you have one of two options to submit your disclosure:

Option#1—Submit now by checking the checkbox <u>and</u> then clicking on **Finish** button
Option #2—Wait and submit later by clicking on **Exit**

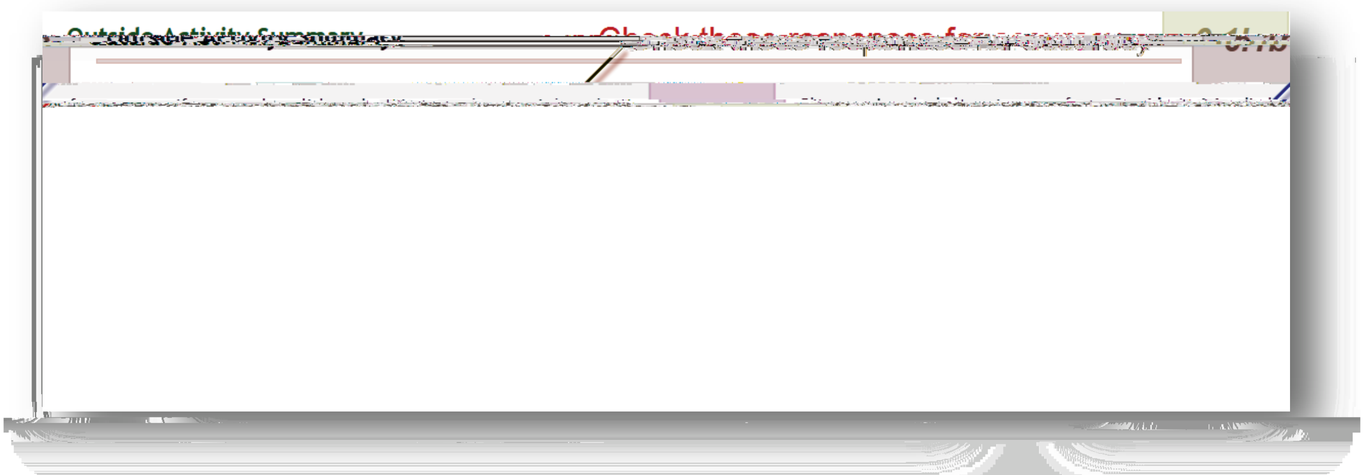
This will open your eDisclose “Home Page”. To create an Outside Activity disclosure, select the **New Outside Activity** button on the left-hand tool bar of your Home Page. This will open a new Outside Activity **SmartForm.**

For more details on how to work with SmartForms, consult Section Six: Addendum.

Completing your Outside Activity Disclosure

The Outside Activity SmartForm begins with asking you the type of outside activity you are proposing. Based upon your answers, you will be routed to additional form pages and asked to provide more detail on those activities.

Once you have answered all the questions pertaining to your specific situation, the eDisclose system will summarize your disclosure on the **Outside Activity Summary** page. Review this page for accuracy.



Section Five: Submitting

Option 2: Submit [illegible]

This will open the **Submit Disclosure** activity window. Check the checkbox to indicate that the information provided on your FCOE form represents a full and accurate disclosure and click on the **OK** button. If you are not ready to submit your disclosure, click the **Cancel** button to return to the Disclosure Workpo2o iF-4(4(ai626)6(o O3Jd)6(n22(ck t)-(o)-4(r

Section Five: Post-Submission Actions

After submitting your disclosure, it will no longer display in your Inbox. Instead, it will display on the **All Disclosures** tab on your Home page. Only disclosures requiring your review and action will be listed in your Inbox.

Responding to Clarification Requests

The institutional official assigned by eDisclose to review your disclosure may request clarifications from you after reviewing your disclosure. When such clarifications are requested, your disclosure will be returned to your Inbox. The eDisclose system will notify you when such a clarification request is needed via an automated email sent to the email on record in your GEMS account established and maintained by Human

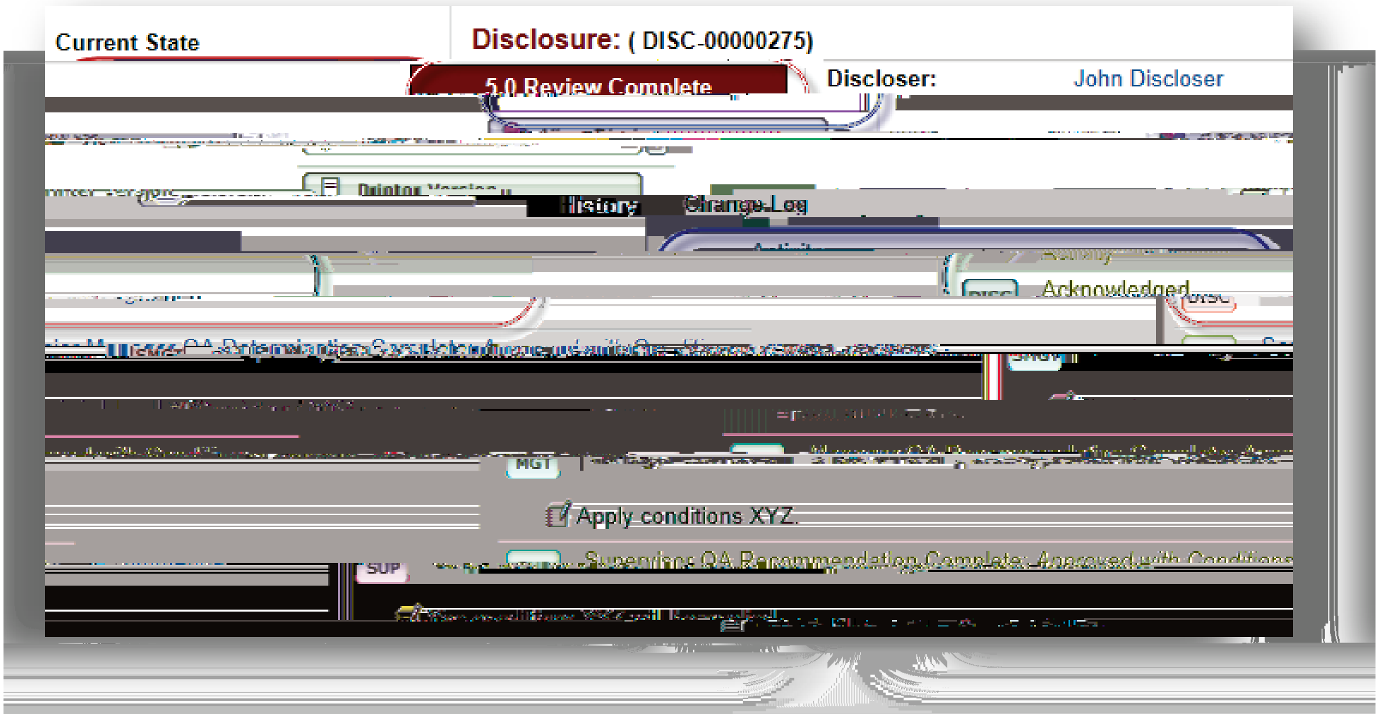
You can only edit your disclosure form using the **Edit Disclosure** button on the left-side of the Disclosure Workspace *before* submitting your response.

After you have submitted your response to the Reviewer, the Disclosure Workspace will display “Response Submitted” on the **History** tab as well as by whom and when. The History tab will provide you with a step-by-step summary of what happened to your disclosure during every step of the review process. Similarly, the Current State of your disclosure is always presented on the Disclosure Workspace in the red box on the left-hand menu.

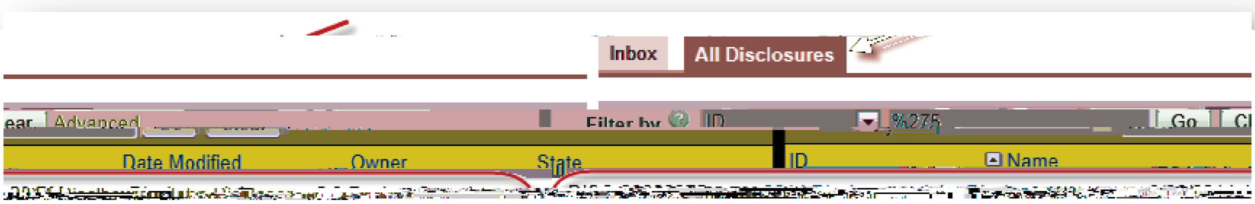
On the disclosure's workspace, choose the **Acknowledge**

Once you have successfully acknowledged the review decision, the Disclosure Workspace displays “Acknowledged” on the **History** tab as well as by whom and when. The History tab provides a step-by-step summary of the review of your disclosure. Similarly, the Current State of your disclosure is presented on the Disclosure Workspace in the red box on the left-hand menu as “Review Complete” .

In the below example, outside activity disclosure #275 was “Approved with Conditions” by the Senior Manager; John Discloser has acknowledged this review decision; and no further action within eDisclose because according to the Current State the review is complete.



Remember, you can access and view completed disclosures at any time from the **All Disclosures** tab on your Home Page.



Editing Your Disclosures

You can edit your disclosure at any time prior to its submission for review or when your disclosure has been returned to you because the reviewer has requested changes or clarification. This means you can only edit disclosures in the **Pre Submission** or **Response Pending** states. These are always displayed on the left-hand menu of the disclosure's workspace, see below example.

Open the disclosure's workspace, click on the **Edit Disclosure** button to open your Disclosure form, edit it, and save your changes.

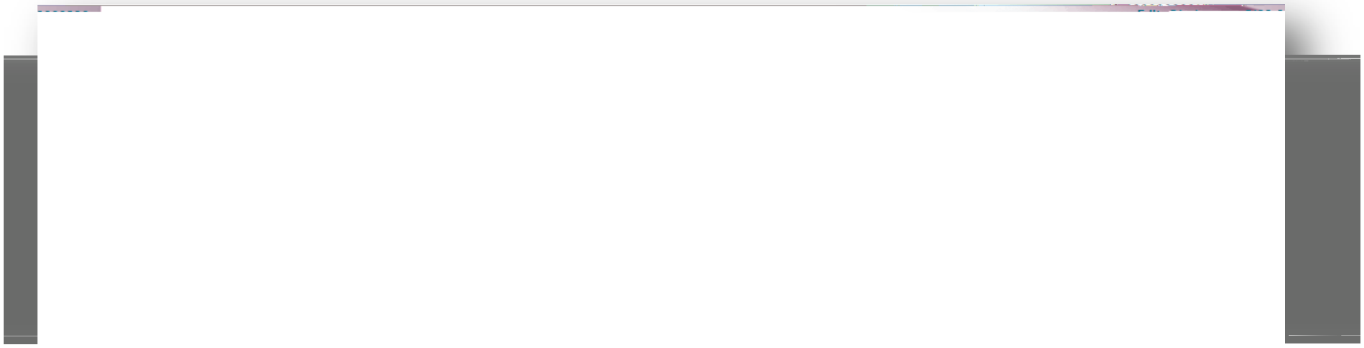
Remember, a disclosure in the

Section Six: Addendum

Working with SmartForms

All disclosures in eDisclose use SmartForms, which only present those questions relevant to your disclosure. It is important that you respond to each question displayed on the SmartForms. Required fields are marked with a red asterisk *.

You can answer text questions by typing directly into the text box or by pasting in text from other documents. The **Add** Function allows you to attach relevant documents or select your answer from a pre-populated listed depending on the question. Navigation controls are located in the navigation bar at the top and bottom of each page. Use the **Continue** and **Back** buttons 3(nr06 T346 01sbTm( )T pas)4(t) 006 Tc7n in ten0 Td0(e q)(a)10(pr)7(e9



WARNING: After entering or editing data on a screen, click **Save** before using **Jump To:**! The **Jump To:** menu does not save.

Placed throughout the Smartforms in the right-hand column of each page of the form is the **Email** button represented by the below blue-and-white envelope icon pictured below. Click on this button to send an email requesting compliance advice or technical support when you need it.