

## FAQ- Compliance

### I. Where can I locate the NJ State Ethics Training?

- Go to <http://nj.gov/ethics/training/online/index.html>
- Click on Training Module applicable to your job title. At the end of the module, there is a form that you will have to fill out to verify your training. After filling out the form, receipt of completion will be sent to your e-mail address.
- In each year subsequent after you have taken your Ethics Training, you must review the ethics briefing found at:  
<http://nj.gov/ethics/training/briefing/index.html>

### II. Do I need to submit an Attendance at Events/Request for Travel form?

- The first thing you need to determine is if you are actually attending an event as defined by the New Jersey State Ethics Commission, or a meeting that you attend in the course of your official events.
- **Definition of an Event:** A meeting, conference, seminar, speaking engagement, symposium, training course, ground-breaking, ribbon-cutting, meal , open house, cocktail party, fundraiser, holiday party, social function, or similar event that takes place away from the RowanSOM Employee's work location, is sponsored or co-sponsored by a supplier or a non-State government source and the invitation for which is extended to the RowanSOM Employee because of his or her official position for the University.
- Helpful information regarding these forms can be found at [www.rowan.edu/compliance](http://www.rowan.edu/compliance) . Click on the tab “Conflict of Interest” and then the tab for “Attendance at Events”.
- Travel Forms can be located on the Compliance webpage as well. Click on the tab for “Travel Forms”.

### III. Do I need to submit an Outside Activity Questionnaire?

- All outside employment/volunteer activities must receive prior approval from the Chief Compliance & Privacy Officer (Deputy Ethics Liaison Officer). The following issues must be examined in determining whether an outside activity can be approved.
  - Does the outside position require representation before a State agency?
  - Does the outside position involve a casino licensee or applicant for a casino license?
  - Does the outside activity involve contracting with a State agency?
  - Is there a significant overlap in the duties and responsibilities of the two positions?
  - Does the State employee's agency have control, supervision, or jurisdiction over the outside entity?
  - Does the outside entity receive grants from or contract with the State employee's agency?
  - Does the outside activity involve a published work?

- Does the outside interest involve political activity?
- Rowan University provides employees a State of New Jersey Outside Activity Questionnaire and other Ethics information on the Office of Compliance & Corporate Integrity webpage.
- Specific information concerning this topic is available on the State of New Jersey State Ethics Commission web site.

**IV. Do I need to complete the Annual College and University Disclosure Form?**

- When acting in a scholarly capacity, you may accept an honorarium, academic prize or other thing of value if the honorarium, academic prize or other thing of value reflects payment for orally or in writing sharing of your intellectual property. Also, you may accept direct or indirect benefit provided to you when acting in a scholarly capacity. This may include acceptance of reasonable travel and lodging, meal expenses and allowable entertainment expenses. The “Annual College and University Disclosure Form” must be completed and submitted to the Office of Compliance & Corporate Integrity for each Academic Year. This form can be located at <http://www.state.nj.us/ethics/docs/ethics/scholarlycapacityform.pdf>

**V. Where can I locate policies pertaining to Compliance?**

- Compliance and HIPAA policies can be found on the Office of Compliance & Corporate Integrity webpage at [www.rowan.edu/compliance](http://www.rowan.edu/compliance)