Biennial Inventory of Controlled Substances

Do you hold a registration for a controlled substance? Remember to complete your DEA required biennial inventory including all controlled substances on hand, their form, quantity and strength! You are required to do this inventory every two years, but we recommend doing it annually, if possible. Use Form 6 to document your inventory. Find more information and forms on this page.

Everyone Plays a Role in Research Integrity

This visual case study follows "Bob," a hypothetical postdoc working in "Dr. C's" lab, as they struggle with the pressures of "publish or perish." This infographic is intended to show the different pressures facing the research community at various levels of the scientific ecosystem. This information was obtained from the ORI website at https://ori.hhs.gov/infographics.

For more information contact:
researchsecurity@emory.edu
dataplans@emory.edu
ORAIITHelp@emory.edu

The Office of Research Security would like to remind researchers to safeguard their research data by keeping the following best practices in mind when traveling or collaborating internationally:

- Update and patch hardware and software.
- Use encryption on your devices.
- Use Emory owned and managed devices.
- Minimize the use of personal devices as much as possible.
- When travelling offsite, maintain possession of your devices.
- Avoid travelling with data that isn't necessary.
- Know what types of data you are collecting, processing, storing, or sharing.
- Know who has access to the data and apply appropriate access restrictions.
- Use strong passwords on devices and folders.
- De-identify data when possible.
- Have a data management plan.
- Securely destroy unneeded data.
- Report hacked, lost, or stolen devices as soon as possible to Emory Security.
ELECTRONIC EXPORT INFORMATION (EEI) FILING REQUIREMENTS for CHINA, VENEZUELA AND RUSSIA

What is Electronic Export Information (EEI)?
EEI is data that the US Census Bureau and the Customs and Border Protection require to be filed prior to exporting goods from the U.S. to a foreign country. In general, EEI filing is required for goods valued at more than $2,500 or those that require a U.S. government export license. The filing requirement applies equally to items that are shipped using courier services such as FedEx and to items that may be hand-carried by a traveler.

Special requirements for China, Venezuela, and Russia
EEI filing is required for all items on the Commerce Control List (CCL) that are destined for China, Russia, or Venezuela regardless of the value of the shipment. The CCL includes commonly used items such as laptops and cellphones. There is no exception for hand-carried items!

How to Comply
Contact Export Control Office and provide the information below at least two days in advance of travel if you are shipping or hand-carrying Emory-issued laptops, cellphones, or other equipment to China, Venezuela and Russia, even for a short period of time. Additionally, contact Export Control Office for any international shipment to any destination that is valued at or above $2500 or that requires a U.S. government export license.

- Date of travel or shipping
- Item(s) that will be shipped or hand-carryed
- Airport from which outbound flight will be leaving

For More Information:
- EEI filing requirements for exports to China, Russia, and Venezuela
- Commerce Control List (CCL) index

exportcontrol@emory.edu
eDisclose Metrics from the COI/COC Team as of 3/1/2023

Emory implemented the new disclosure platform eDisclose on November 17, 2022, and concluded the first annual certification cycle in the new system on January 18, 2022.

- 95% of all disclosers in the research category have submitted their Disclosure Profile (n=3,091)

- 393 disclosers have Significant Financial Interests requiring review.
- 553 Pre-Approval Requests have been submitted.
  - 69 under review
  - 262 approved

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For more information:
- [eDisclose](#)
- Email [edisclose@emory.edu](mailto:edisclose@emory.edu) for all inquiries concerning COI