

## HOW TO ACKNOWLEDGE A MANAGEMENT PLAN

**STEP 1:** Copy and paste the eOPC website address into a browser window:  
<httpS://www.e-opc.jhmi.edu>

**STEP 2:** **Login** to eOPC by entering your JHED ID and Password and selecting the Login button (Figure 1).

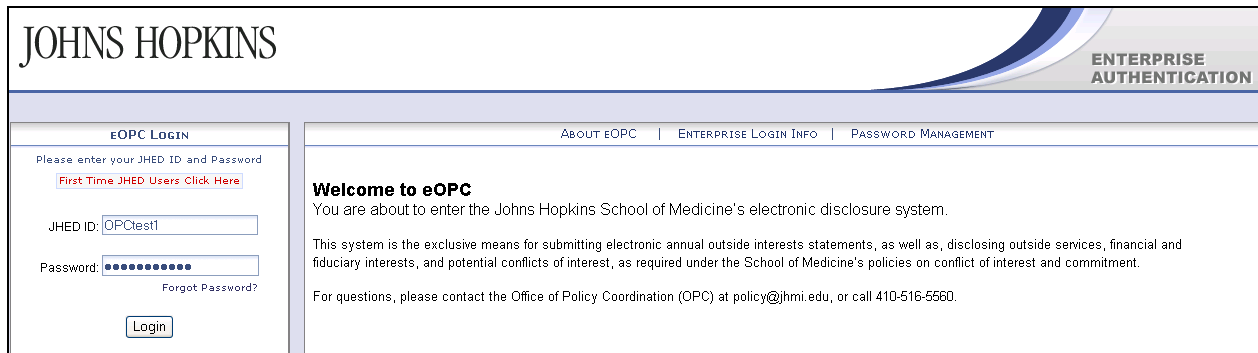


Figure 1

**STEP 3:** Once you have logged into eOPC, you will arrive at your **My Disclosures Folder**. You will see an announcement that reads **“What brings you into eOPC today?”** (Figure 2).

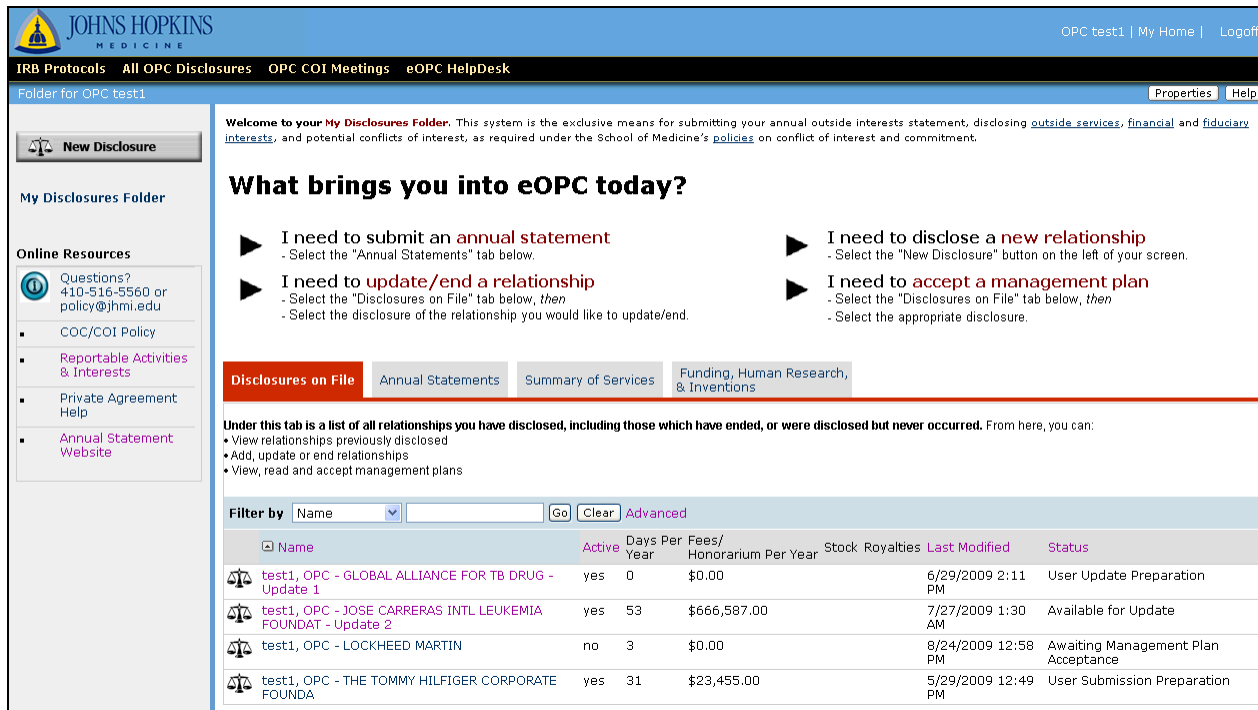
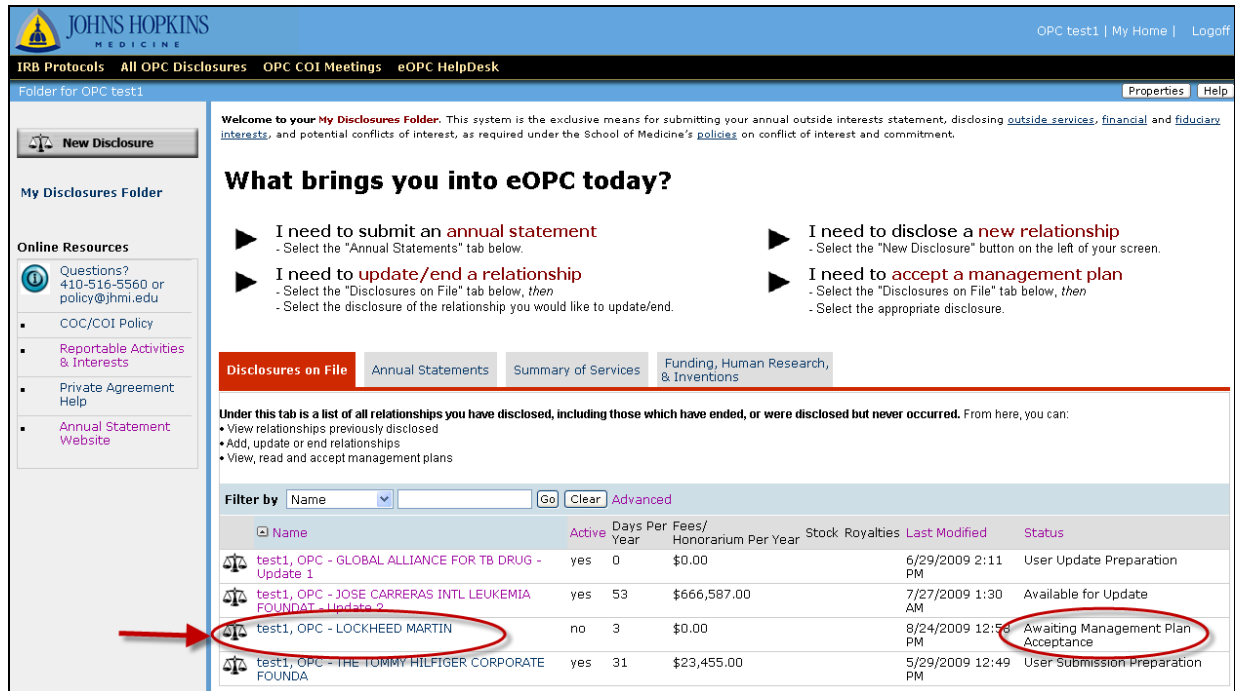


Figure 2

**STEP 4:** Select the **disclosure** for which you have received notification of a management plan. The status of the disclosure will be **Awaiting Management Plan Acceptance** (Figure 3).



Folder for OPC test1

Welcome to your **My Disclosures Folder**. This system is the exclusive means for submitting your annual outside interests statement, disclosing outside services, financial and fiduciary interests, and potential conflicts of interest, as required under the School of Medicine's policy on conflict of interest and commitment.

### What brings you into eOPC today?

- I need to submit an annual statement**
  - Select the "Annual Statements" tab below.
- I need to disclose a new relationship**
  - Select the "New Disclosure" button on the left of your screen.
- I need to update/end a relationship**
  - Select the "Disclosures on File" tab below, *then*
  - Select the disclosure of the relationship you would like to update/end.
- I need to accept a management plan**
  - Select the "Disclosures on File" tab below, *then*
  - Select the appropriate disclosure.

Disclosures on File | Annual Statements | Summary of Services | Funding, Human Research, & Inventions

Under this tab is a list of all relationships you have disclosed, including those which have ended, or were disclosed but never occurred. From here, you can:

- View relationships previously disclosed
- Add, update or end relationships
- View, read and accept management plans

Filter by Name  Go Clear Advanced

Name	Active	Days Per Year	Fees/Honorarium Per Year	Stock Royalties	Last Modified	Status
test1, OPC - GLOBAL ALLIANCE FOR TB DRUG - Update 1	yes	0	\$0.00		6/29/2009 2:11 PM	User Update Preparation
test1, OPC - JOSE CARRERAS INTL LEUKEMIA FOUNDAT - Update 2	yes	53	\$666,587.00		7/27/2009 1:30 AM	Available for Update
test1, OPC - LOCKHEED MARTIN	no	3	\$0.00		8/24/2009 12:58 PM	Awaiting Management Plan Acceptance
test1, OPC - THE TOMMY HILFIGER CORPORATE FOUNDA	yes	31	\$23,455.00		5/29/2009 12:49 PM	User Submission Preparation

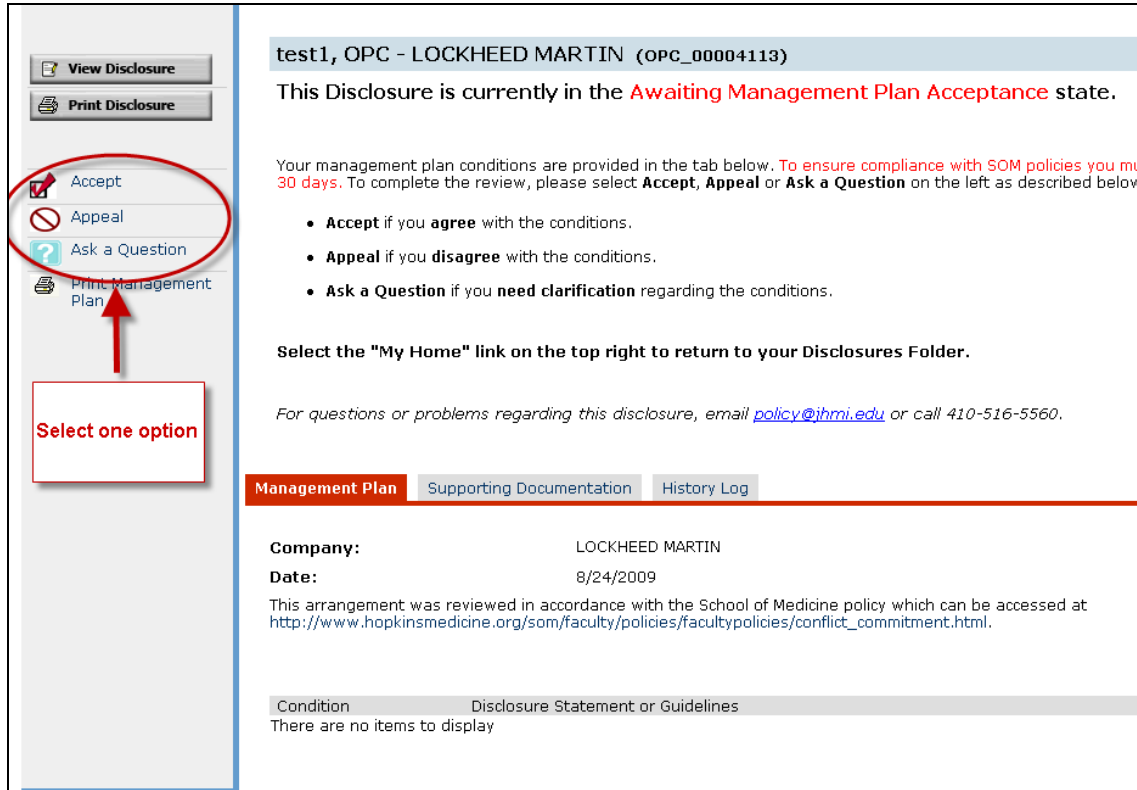
Figure 3

**STEP 5:** Read your management plan carefully.

If you **DO** fully understand and agree with the conditions of your management plan, **proceed to Step 6**.

If you **DO NOT** fully understand and/or agree with the conditions of your management plan, **skip to STEP 8**.

**STEP 6:** Select the **Accept** button on the left of your screen. (Figure 4)



test1, OPC - LOCKHEED MARTIN (opc\_00004113)

This Disclosure is currently in the **Awaiting Management Plan Acceptance** state.

Your management plan conditions are provided in the tab below. **To ensure compliance with SOM policies you must complete the review within 30 days.** To complete the review, please select **Accept**, **Appeal** or **Ask a Question** on the left as described below:

- **Accept** if you **agree** with the conditions.
- **Appeal** if you **disagree** with the conditions.
- **Ask a Question** if you **need clarification** regarding the conditions.

Select the "My Home" link on the top right to return to your Disclosures Folder.

For questions or problems regarding this disclosure, email [policy@jhmi.edu](mailto:policy@jhmi.edu) or call 410-516-5560.

**Management Plan** | Supporting Documentation | History Log

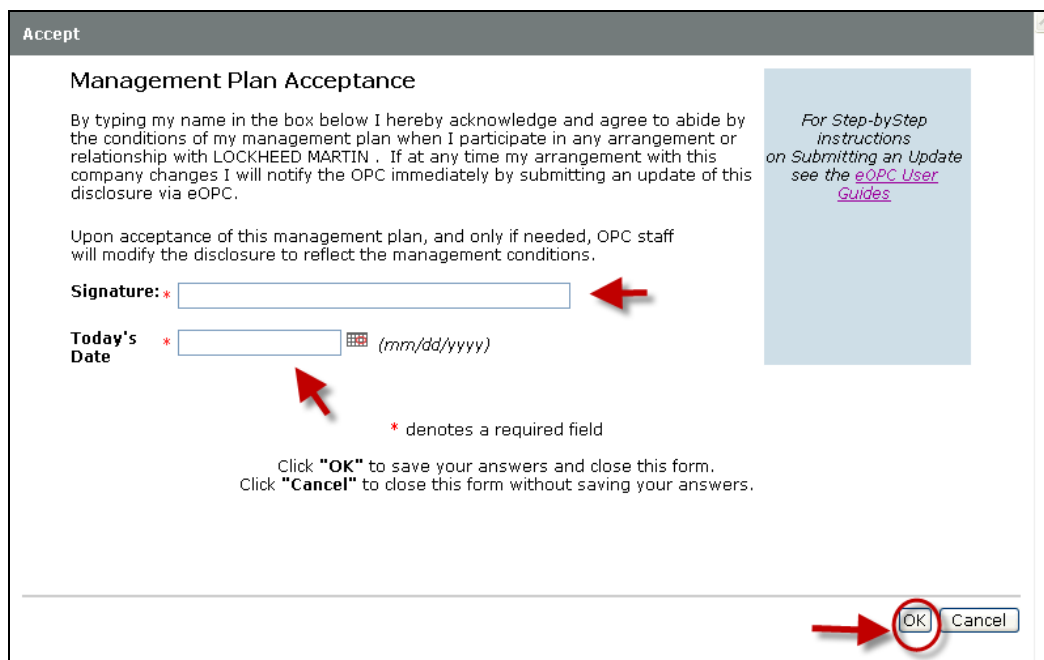
**Company:** LOCKHEED MARTIN  
**Date:** 8/24/2009

This arrangement was reviewed in accordance with the School of Medicine policy which can be accessed at [http://www.hopkinsmedicine.org/som/faculty/policies/facultypolicies/conflict\\_commitment.html](http://www.hopkinsmedicine.org/som/faculty/policies/facultypolicies/conflict_commitment.html).

Condition	Disclosure Statement or Guidelines
There are no items to display	

Figure 4

**STEP 7:** Enter your **full name** and today's **date** in the pop-up window and **select the OK button** (Figure 5). **Skip to Step 10.**



**Accept**

**Management Plan Acceptance**

By typing my name in the box below I hereby acknowledge and agree to abide by the conditions of my management plan when I participate in any arrangement or relationship with LOCKHEED MARTIN . If at any time my arrangement with this company changes I will notify the OPC immediately by submitting an update of this disclosure via eOPC.

Upon acceptance of this management plan, and only if needed, OPC staff will modify the disclosure to reflect the management conditions.

**Signature: \***

**Today's Date \***  (mm/dd/yyyy)

\* denotes a required field

Click "OK" to save your answers and close this form.  
Click "Cancel" to close this form without saving your answers.

**OK** | Cancel

Figure 5

**STEP 8:**     **Select** the **Ask a Question** button on the left of your screen if you would like to ask a question about the conditions of your management plan (Figure 4 on the previous page).

**Select** the **Appeal** button on the left of your screen if you would like to appeal any or all conditions of your management plan (Figure 4 on the previous page).

**STEP 9:**     **Enter** your **question or reason for your appeal** in the text box in the pop-up window and **select** the **OK** button. Please allow the Office of Policy Coordination time to review your question or appeal and respond to you.

**STEP 10:**    Select **Logoff**, located in the top right corner of your screen.

**If you have questions, please contact the OPC at 410-516-5560 or [policy@jhmi.edu](mailto:policy@jhmi.edu).**