



Outside Activities and Conflict of Interest Disclosure Form

Approver

Reviewing and Tracking

Enterprise Systems and Services

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1. Access The Outside Activity and Conflict of Interest Forms

- Log into OwlExpress – Owlexpress.kennesaw.edu
- Click on the Employee Services Tab



Main Menu

[Check Admissions Status](#)

[Employee Services](#)

[Financial Aid](#)

[Registration](#)

[Student Records](#)

[Student Services](#)

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- Click on Outside Activities and Conflict of Interest Dashboard



[Main Menu](#) [Employee Services](#) [Financial Aid](#) [Registration](#) [Student Records](#) [Student Services](#)

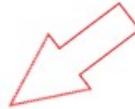
Search

Employee Services

[Parking and Vehicle Information Menu](#)
[Surveys](#)
[View Account or Pay Online](#)
[Employee Preferred Name Change Form](#)

[Programs Supporting Minors](#)

[Training Dashboard](#)
[Outside Activities and Conflicts of Interest](#)
[Registered Visitor](#)



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2. Dashboard Quick Reference – Approvers have two dashboards

- **Reviewer Dashboard** – Dashboard used to review direct report requests.



Outside Activities and Conflicts of Interest Dashboard

The screenshot shows the 'My Direct Reports' section of the Owl Express dashboard. It includes a navigation bar with 'In Review', 'Requests Addressed', and 'All Requests' tabs. Below this are export options for Excel, PDF, and CSV. A table lists submissions with columns for Submission ID, Submitted By, Submission Date, and Form Type. A search bar and a pagination control are also visible.

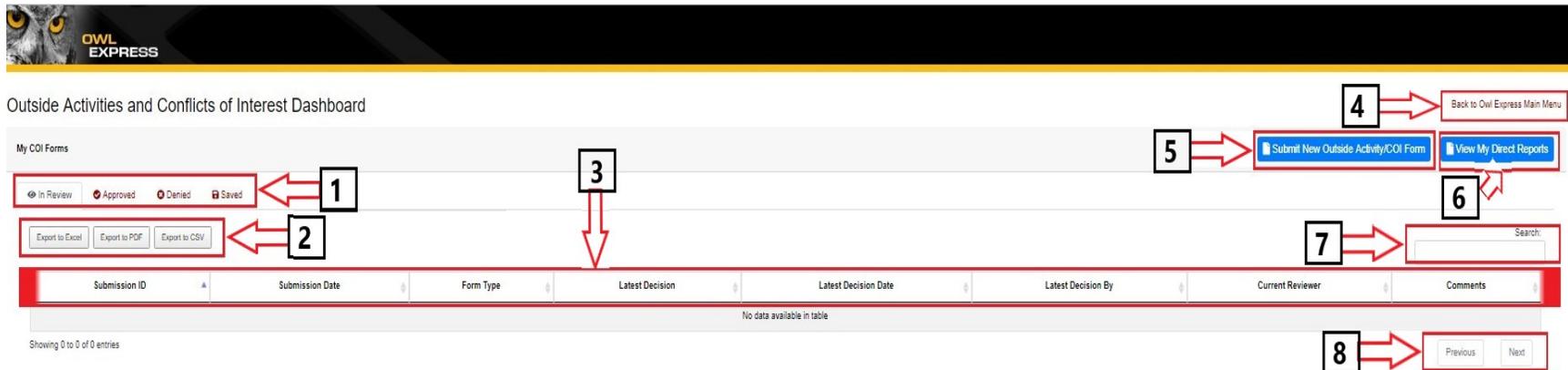
Submission ID	Submitted By	Submission Date	Form Type
1	Thomas D Butterworth	02/07/2019 17:04:57	Request to Engage
46	Thomas D Butterworth	02/20/2019 17:04:10	COI Disclosure
47	Thomas D Butterworth	02/20/2019 17:04:42	COI Disclosure
49	Thomas D Butterworth	03/01/2019 12:52:07	Other Interest
51	Thomas D Butterworth	03/01/2019 13:07:24	Other Interest
52	Thomas D Butterworth	03/01/2019 13:07:47	COI Disclosure
53	Thomas D Butterworth	03/01/2019 13:08:50	Request to Engage/COI Disclosure

Reference Numbers (See above image):

1. Review submissions that require your approval and review requests previously addressed.
2. Export options for forms in selected section.
3. Return to OwlExpress Main Menu.
4. Changes dashboard to Requestor Dashboard to view and submit your own outside activity or conflict of interest submissions.

5. Search field to search submissions for specific criteria.
6. Links to take you to submission details for your review.
7. Tabs available to display more forms.
8. Fields that can be used for sorting. Double click field title to sort.

- **Requestor Dashboard** – Dashboard used to submit your outside activity or conflict of interest requests.



Reference Numbers (See above image):

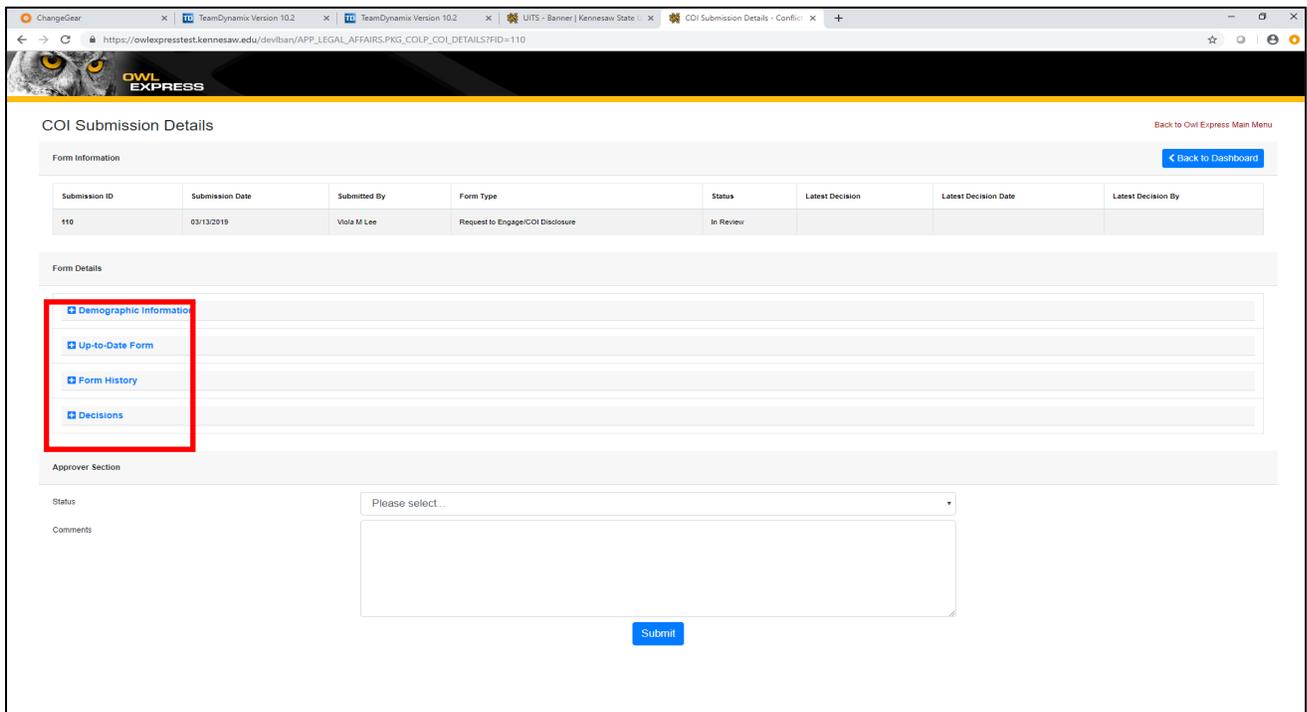
1. Review submission status and view saved forms.
2. Export options for forms in selected section.
3. Fields that can be used for sorting. Double click field title to sort.
4. Return to OwlExpress Main Menu.
5. Submit new Outside Activity or Conflict of Interest Form.
6. Change to Reviewer Dashboard to review submissions requiring your approval.

7. Search field to search submissions for specific criteria.
8. Tabs to display additional submissions, if any.

- For information on how to create and submit an outside activity or conflict of interest form, please reference the Requestor Job Aid.

3. Reviewing Requests

- Navigate to the Reviewer Dashboard and select the “In Review” tab ([See Reviewer Dashboard Reference 1](#))
- Select any request that is pending your review.
 - Once selected, the requestor and report details will be displayed for review.



- Click on the plus sign next to the desired information to expand the Form Details.
- Expand the Demographic Information icon to view the requestor’s demographic information.

The screenshot shows the OWL Express web application interface. At the top, there is a navigation bar with the OWL Express logo. Below the logo, the page title is "COI Submission Details". A "Back to Owl Express Main Menu" link is visible in the top right corner. The main content area is divided into several sections:

- Form Information:** A table with columns: Submission ID, Submission Date, Submitted By, Form Type, Status, Latest Decision, Latest Decision Date, Latest Decision By. The row for Submission ID 110 shows a submission date of 03/13/2019, submitted by Viola M Lee, form type "Request to Engage/COI Disclosure", and status "In Review".
- Form Details:** A section containing several expandable panels:
 - Demographic Information:** This panel is highlighted with a red border. It contains a table with columns: Name, Department, College/Unit, Job Title, Email Address, Affiliation, Supervisor. The row for Viola M Lee shows: Department: ISY-University Info Tech Serv, College/Unit: CIO-Chief Information Officer, Job Title: IT Professional II, Email Address: essvondor@kennesaw.edu, Affiliation: Staff, Supervisor: Elizabeth M Starnes.
 - Up-to-Date Form:** A panel for viewing the current version of the form.
 - Form History:** A panel for viewing previous versions of the form.
 - Decisions:** A panel for viewing decision history.
- Approver Section:** A section at the bottom with a "Status" dropdown menu currently set to "Please select..."

- Expand Up-to-date Form to view the version of the form that is under review for approval.
 - An approver can always request additional information when reviewing a form. When changes or updates are made to a form, the changes will appear in bold font in this section.

COI Submission Details

Form Information

Submission ID	Submission Date	Submitted By	Form Type	Status	Latest Decision	Latest Decision Date	Latest Decision By
T10	03/13/2019	Vicia M Lee	Request to Engage/COI Disclosure	In Review			

Form Details

Demographic Information

Name	Department	College/Unit	Job Title	Email Address	Affiliation	Supervisor
Vicia M Lee	ISU/University Info Tech Serv	CIO/Chief Information Officer	IT Professional II	eevantor@kennesaw.edu	Staff	Elizabeth M Sames

Up-to-Date Form

Name of Person/Organization	Test Organization
Primary Contact	Test Contact
Email	test@test.com
Phone	(555) 555-5555
Address	123 Easy Street, Anywhere, GA
Please describe the nature of the proposed outside activity	This is my description of my outside activities.
Starting Date	14-MAR-2019
Ending Date	
Estimated Average Number of Hours per Month	10
Estimated Total Number of Hours from Start Date to End Date	120
Will any of the proposed activity take place during your normal KSU working hours?	No
If yes, please describe.	
Please identify any university work this might cause you to miss, including classes, meetings, or other KSU responsibilities.	None
Please identify any KSU resources you will use to engage in the outside activity, and how you intend to reimburse the university for those resources.	None
Why is the proposed activity more appropriate as an outside activity, rather than as a sponsored research or contracted service between KSU and the entity/person with whom you propose to work?	Enter Answer Here
Does the entity/person with whom you intend to work have a relationship with KSU as a vendor, trustee, employee or similar role that may create a real or perceived conflict of interest?	No
If yes, please describe the nature of their vendor or other relationship with KSU.	
Does the entity/person with whom you intend to work provide funding to the university or any of its cooperative organizations (e.g., the KSU Foundation, the KSU Research and Service Foundation, the KSU Athletic Association, or IgniteHQ) that supports your university responsibilities?	No
If yes, please describe the nature of their vendor or other relationship with KSU.	
Does the entity/person with whom you intend to work provide funding to the university or any of its cooperative organizations (e.g., the KSU Foundation, the KSU Research and Service Foundation, the KSU Athletic Association, or IgniteHQ) that supports your university responsibilities?	No
If yes, please describe the nature of their vendor or other relationship with KSU.	
Are any of the following true?	Yes
<ul style="list-style-type: none"> You will use any existing KSU intellectual property in performing this outside activity; OR You will be required to assign any existing or future intellectual property rights to any entity or person outside KSU in performing this outside activity; OR The scope of the outside activity overlaps with any current or planned sponsored or contract service project with KSU or the KSU Research and Service Foundation. 	
Will you be compensated for this activity?	Yes
How do you intend to manage any conflicts of interest, or conflicts of commitment, that may arise from this activity?	Enter Answer Here
Please include any Additional Information that is relevant to this request.	Enter Answer Here
Please describe the conflicts of interest (i.e., personal, professional, or financial interests, relationships, or activities, which have the potential to compromise your objectivity in fulfilling your responsibilities to KSU), and how you propose to manage the conflicts.	Enter Answer Here
Does your spouse, partner, parent, child, sibling, and any in-laws of any of the foregoing have any personal, professional, or financial interests, relationships, or activities that relate to your responsibilities as a USG employee?	No
If yes, please describe the interest, relationship or activity, and how you plan to manage any potential conflicts of interest.	
Do you have any of the following relationships with a current KSU employee? This includes: spouse, domestic partner, an amorous relationship, or relative (defined as a parent, dependent, sibling, grandparent, aunt, uncle, cousin, or in-law). The personal relationship with a KSU employee should be disclosed on an annual basis or as changes are made.	No
Name of the person with whom you have one of the specified relationships	
Their relationship to you	
Their position/title	
Their supervisor	
I was involved in the hiring process for this person.	
I directly or indirectly supervise this person	
I am directly or indirectly able to affect the terms or conditions of this person's job with KSU	
None of the above	Yes
Is there any other activity, relationship or business interest you wish to disclose?	No
If yes, please describe the activity, relationship or interest, and how you propose to manage any real or perceived conflicts of interest.	

Form History

Decisions

Approver Section

Status: Please select...

Comments:

- Expand Form History to display all versions of your form.
 - You may click on the plus sign to see a previous version of the form.

COI Submission Details

Form Information

Submission ID	Submission Date	Submitted By	Form Type	Status	Latest Decision	Latest Decision Date	Latest Decision By
110	03/18/2019	Vicia M Lee	Request to Engage COI Disclosure	In Review	Recommend Approval	03/18/2019 12:07:47	Amanda Elizabeth Henry

Form Details

- Demographic Information
- Up-to-Date Form
- Form History**
 - Previous Submission Dated: 03/18/2019 11:53:59 AM
 - Previous Submission Dated: 03/13/2019 02:55:15 PM
 - Previous Submission Dated: 03/13/2019 02:37:14 PM
- Decisions

Approver Section

Status: Please select...

Comments:

Submit

- Expand Decisions to list of the decisions made to date on the submission.

COI Submission Details

Form Information

Submission ID	Submission Date	Submitted By	Form Type	Status	Latest Decision	Latest Decision Date	Latest Decision By
110	03/13/2019	Vicia M Lee	Request to Engage COI Disclosure	In Review			

Form Details

- Demographic Information
- Up-to-Date Form
- Form History
- Decisions**

Approver	Approver Comments	Decision	Decision Date

Approver Section

Status: Request Additional Information

Comments: Need additional information

Submit

4. Making a Decision

- Approvers can select to Approve, Deny, or Request Additional Information from the drop-down menu.
 - Once a decision is selected, enter any comments about the decision. When Deny or Request Additional Information is selected, comments are required.
- If a request is returned to a requestor for additional information, the request must go back through the entire approval workflow so that each approver has the opportunity to review the changes.

The screenshot displays the 'COI Submission Details' page in the OWL EXPRESS system. The page includes a table for 'Form Information' with columns for Submission ID, Submission Date, Submitted By, Form Type, Status, Latest Decision, Latest Decision Date, and Latest Decision By. Below this is a 'Form Details' section with expandable sections for Demographic Information, Up-to-Date Form, Form History, and Decisions. The 'Form History' section shows three previous submissions with their respective dates and times. At the bottom, the 'Approver Section' is highlighted with a red box. It contains a 'Status' dropdown menu with 'Please select...' as the current selection, a 'Comments' text area, and a 'Submit' button.

- An approver has 3 business days to respond to requests. If the approver does not review the request in 3 business days, it is automatically escalated to the next level approver.
- Approvers will receive one reminder email each day if there are items to be approved.

5. Need Help?

If you need further assistance on completing or submitting a form, please email COI@kennesaw.edu . If you have questions about an outside activity or conflict of interest disclosure, please contact your supervisor to discuss further, email COI@kennesaw.edu, or call KSU's Internal Audit Department at (470) 578-6369.

For technical support, please contact the Service Desk by calling (470) 578-6999 or emailing service@kennesaw.edu