



Outside Activities and Conflict of Interest Disclosure Form

Requestor

Submission and Tracking

Enterprise Systems and Services

Table of Contents

| Section | Starting Page |
|---|---------------------------|
| Access Outside Activity and Conflict of Interest Forms | <u>3</u> |
| Dashboard Quick Reference | <u>5</u> |
| How to Begin a New Form | <u>6</u> |
| Filling Out and Submitting a Form | <u>8</u> |
| Review Submission Information | <u>11</u> |
| What is Next? | <u>15</u> |
| Need Help? | <u>15</u> |
| | |

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](#)

RELEASE: 8.8.3

© 2019 Ellucian Company L.P. and its affiliates.

- Click on Outside Activities and Conflict of Interest link.



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

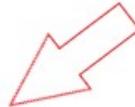
Search

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](#)



RELEASE: 8.8.3

© 2019 Ellucian Company L.P. and its affiliates.

2. Dashboard Quick Reference

Outside Activities and Conflicts of Interest Dashboard

My COI Forms

Search:

| Submission ID | Submission Date | Form Type | Latest Decision | Latest Decision Date | Latest Decision By | Current Reviewer | Comments |
|---------------|---------------------|----------------------------------|-----------------------|----------------------|-------------------------|-------------------------|----------|
| 1 | 02/07/2019 17:04:57 | Request to Engage | Recommends Approval | 02/21/2019 06:56:30 | Lesley Netter-Snowden | Candis P. Lobik Dickson | |
| 2 | 02/07/2019 17:05:42 | Request to Engage | Recommends Approval | 02/08/2019 10:13:22 | Candis P. Lobik Dickson | Lesley Netter-Snowden | |
| 14 | 02/11/2019 12:36:45 | Request to Engage/COI Disclosure | Recommends Approval | 02/13/2019 09:51:08 | Candis P. Lobik Dickson | Lesley Netter-Snowden | |
| 16 | 02/06/2019 14:00:05 | Request to Engage | Recommends Approval | 02/06/2019 14:03:53 | Candis P. Lobik Dickson | Lesley Netter-Snowden | |
| 34 | 02/12/2019 14:34:50 | Request to Engage | Pending Clarification | 02/12/2019 14:39:08 | Candis P. Lobik Dickson | Candis P. Lobik Dickson | |
| 38 | 02/12/2019 14:18:47 | Request to Engage | Recommends Approval | 02/13/2019 09:51:17 | Candis P. Lobik Dickson | Lesley Netter-Snowden | |
| 39 | 02/12/2019 14:19:15 | COI Disclosure | Pending Clarification | 02/12/2019 14:38:07 | Candis P. Lobik Dickson | Candis P. Lobik Dickson | |
| 41 | 02/19/2019 10:55:23 | COI Disclosure | Recommends Approval | 02/19/2019 10:56:41 | Candis P. Lobik Dickson | Lesley Netter-Snowden | |
| 42 | 02/19/2019 10:56:15 | COI Disclosure | Pending Clarification | 02/19/2019 10:56:51 | Candis P. Lobik Dickson | Candis P. Lobik Dickson | |
| 44 | 02/19/2019 10:58:13 | COI Disclosure | Recommends Approval | 02/19/2019 10:59:07 | Candis P. Lobik Dickson | Lesley Netter-Snowden | |

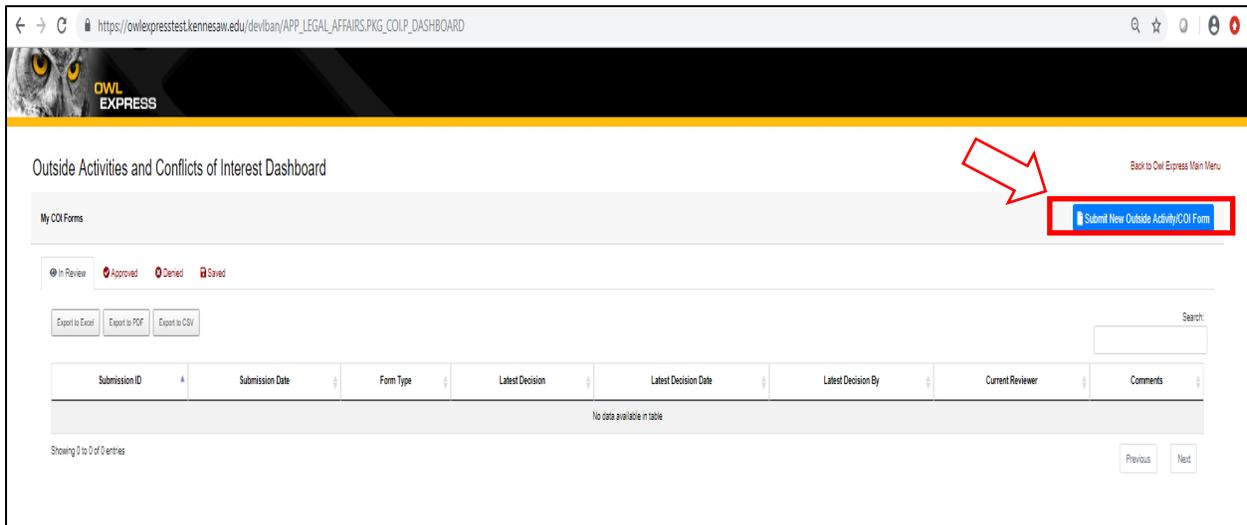
Showing 1 to 10 of 18 entries

Reference Numbers (See above image):

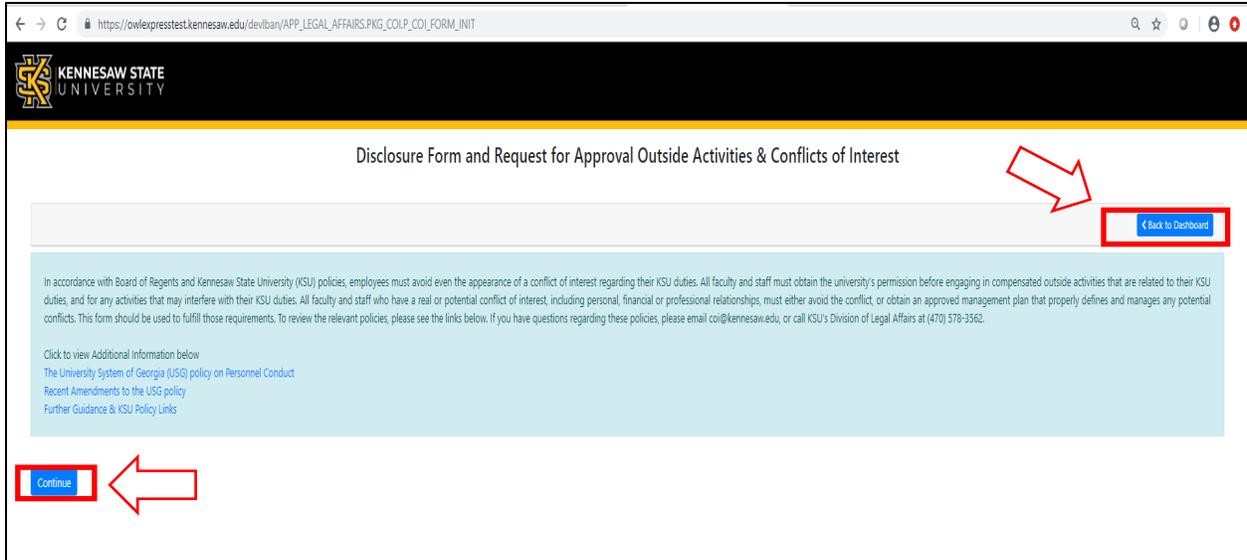
1. Review status of submissions and view saved forms.
2. Export options for forms in selected section.
3. Fields that can be used for sorting. Double click field title to sort.
4. Return to OwlExpress Main Menu.
5. Submit new Outside Activity or Conflict of Interest Form.
6. Search field to search submissions for specific criteria.
7. Direct links to previous submissions or to continue saved submissions.
8. Tabs to display additional submissions, if any.

3. How to Begin a New Form.

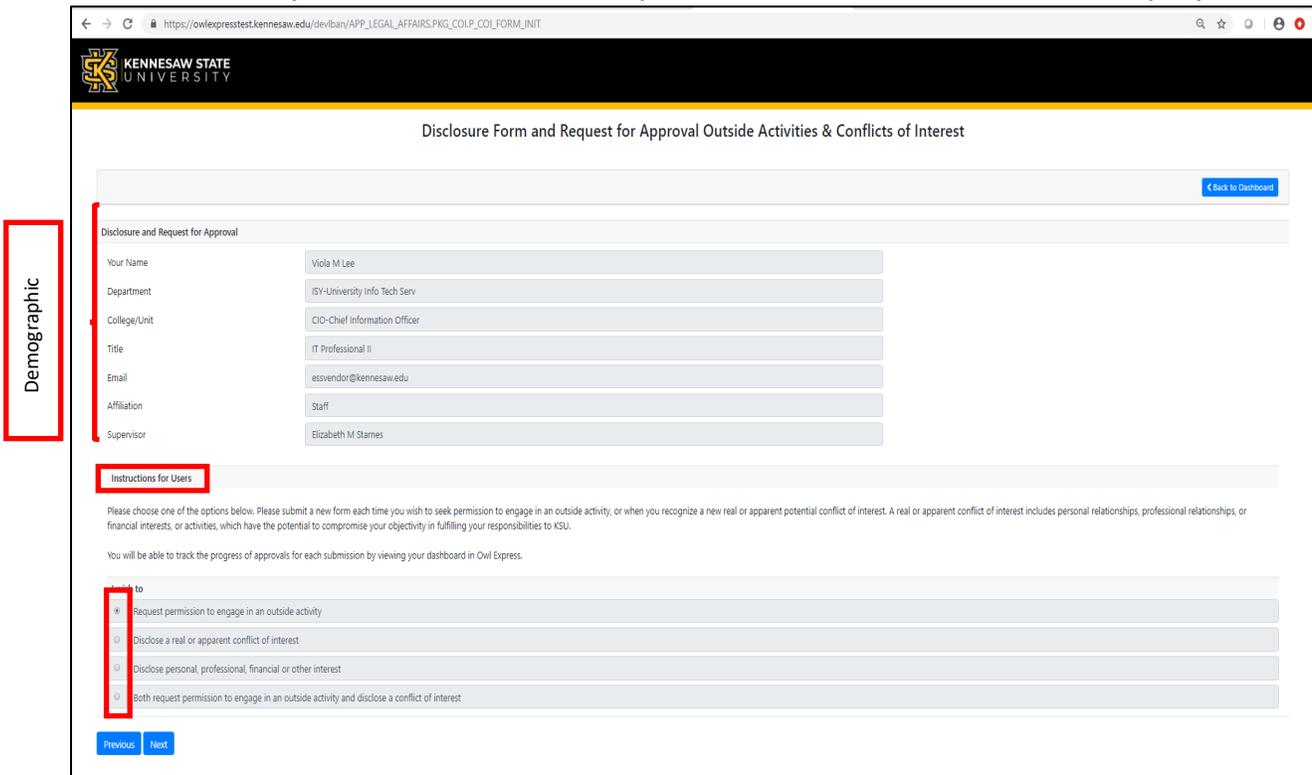
- Click on Submit New Outside Activity/COI Form



- The below page will be displayed to begin the submission process.



- Please read BOR Policy and related information.
- You may return to your dashboard with top right link or continue with submitting a form with the bottom left link.
 - If you continue with a request, the below screen will be displayed.



- Please review your demographic information and ensure this is correct.

- Read the Instructions for Users.
- Choose the appropriate request or disclosure type.

4. Filling out and Submitting a Form.

Disclosure Form and Request for Approval Outside Activities & Conflicts of Interest

Request to Engage in Outside Activities

Please identify the person or organization you will be working for or contracting with for the proposed outside activity

Name of Person/Organization * Test Organization

Primary Contact * Test Contact

Email * test@test.com

Phone * County (555) 555-5555

Address * 123 Easy Street, Anywhere, GA

Please describe the nature of the proposed outside activity * This is the description of my outside activity

3554 Characters

What are the proposed dates when you would engage in this outside activity?

You must include a specific starting and ending date. If you do not know the specific dates on which you will engage in the proposed outside activity, you should still define the date range during which you will engage in the outside activity, by entering a specific starting and ending date.

Starting Date * 03/18/2019

Ending Date * 03/17/2020

Estimated Average Number of Hours per Month * 120

Estimated Total Number of Hours from Start Date to End Date * 10

Will any of the proposed activity take place during your normal KSU working hours? * No

If yes, please describe.

4000 Characters

Previous Next Save Page 1/8

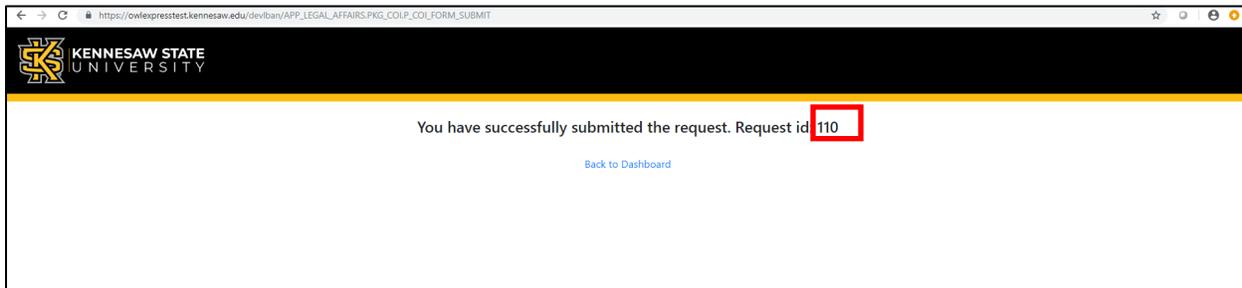
- **Required Fields:** Each selection type has required information fields. These fields are mark with a *. These fields must contain information for the form to submit. If a required field is missed, you will be notified to complete the missing field when you attempt to submit the form.
 - **Email:** The Email field must be formatted in an email format to be accepted. For example: COI@kennesaw.edu.
 - **Phone:** The Phone field must have the area code and phone number. The country code is not required, but is provided for international numbers.
 - **Dates:** The Ending Date cannot be more than one year from the Starting Date. You will need to request permission for outside

activities or disclose a conflict each year that it exists. (Only the outside activity disclosure form will have the date fields.)

- **Saving a Form:** You may save your form at any time for completion at a later time. The saved form will be retained for 45 days. After 45 days, if the saved form has not been completed the system will remove the saved form’s information. You may access saved forms from the main dashboard by selecting the “Saved” icon. See [Quick Reference 1](#) for more detail.

- **Submitting Form:** When you have completed the form, click the submit button. This will begin the review process and notify your supervisor that you have submitted a form for their review.
 - **Missing Required Information:** If there is any missing required information in the form you are submitting, you will not be able to

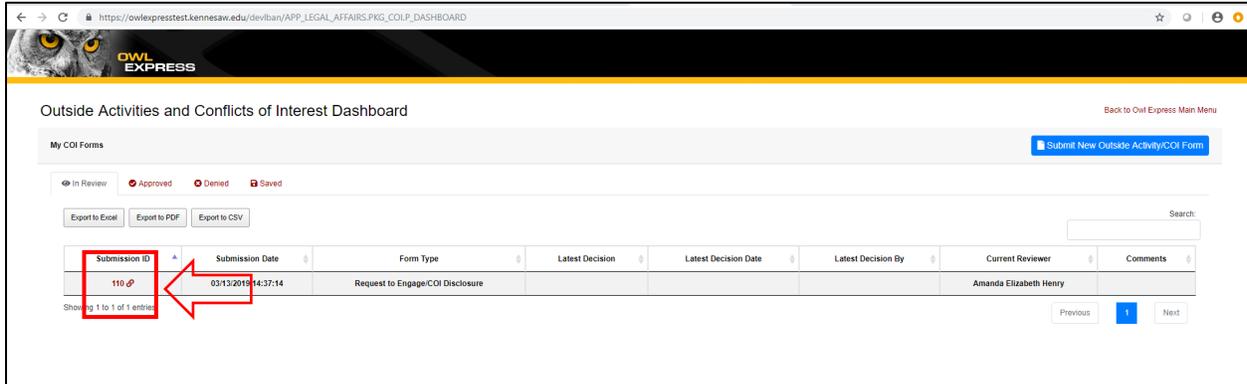
submit the form and there will be a dialog box that notifies you of the missing information. Please complete the required information and attempt to submit your form again.



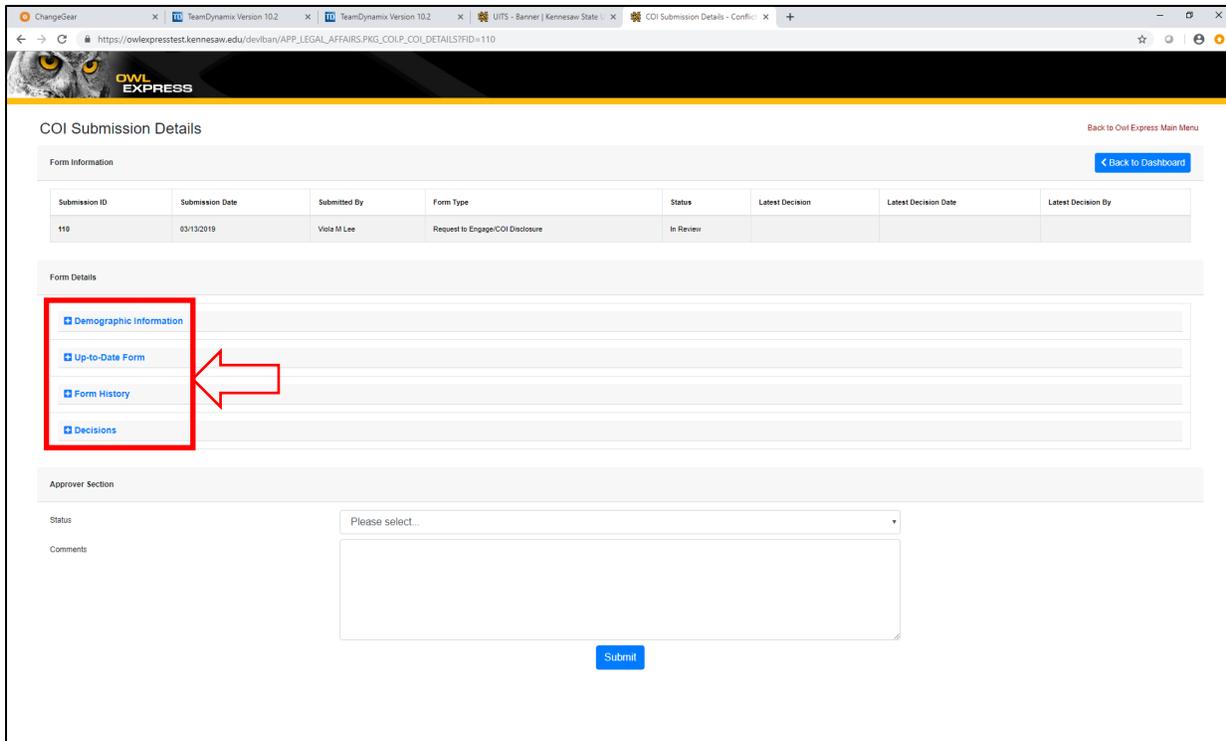
- **Request ID:** Once submitted, you will receive your request ID. You **will not** receive a confirmation email of your submission, but you can check your Dashboard for the status of your request.
 - You will receive an email communication notifying you when your submission has been approved by the final reviewer, denied, or if a reviewer has requested additional information. Your dashboard will always have up-to-date information on any of your submissions.

5. Reviewing Your Submission Information

- Select submission to review.



- Once a submission is selected the submission information is displayed
- Click on the plus sign next to the desired information to expand the Form Details



- Expand the Demographic Information icon to view your demographic information.

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 | Viola M Lee | Request to Engage/COI Disclosure | In Review | | | |

Form Details

Demographic Information

| Name | Department | College/Unit | Job Title | Email Address | Affiliation | Supervisor |
|-------------|-------------------------------|-------------------------------|--------------------|------------------------|-------------|---------------------|
| Viola M Lee | ISV-University Info Tech Serv | CIO-Chief Information Officer | IT Professional II | essvendor@kennesaw.edu | Staff | Elizabeth M Starnes |

Up-to-Date Form

Form History

Decisions

Approver Section

Status: Please select...

- Expand Up-to-date Form to view the version of the form that under review for approval
- A reviewer can always request additional information when reviewing your form. When you make changes or updates to your form, the changes will appear in bold font in this section. 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.



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 | ISV/University Info Tech Serv | CIO/Chief Information Officer | IT Professional II | eevando@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:

Are any of the following true? Yes

- 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 conflict(s). 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 | Viola 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
- Expand 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 your submission.

COI Submission Details

Form Information

| Submission ID | Submission Date | Submitted By | Form Type | Status | Latest Decision | Latest Decision Date | Latest Decision By |
|---------------|-----------------|--------------|----------------------------------|-----------|-----------------|----------------------|--------------------|
| 110 | 03/18/2019 | Viola 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

6. What is Next?

Approval Process – High Level Overview:

- Your request will be sent to your first approver, your immediate supervisor.
- The form will be routed to each supervisor in your chain of command. The last individuals that must approve the request in the approval chain are the President (staff submissions) and Provost (faculty submissions).
- Each approver has 3 business days to respond to your request.
 - If an approver does not respond within 3 days, your request will automatically escalate to the next level approver.

7. 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