

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 Servcies Tab

OWL EXPRESS	
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Main Menu Employee Services Financial Aid Registration	Student Records Student Services

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



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2. Dashboard Quick Reference – Approvers have two dashboards

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

utside Activi	ties and Conflicts	of Interest Dashboard		3 Back to Owl Express
My Direct Reports				4 View and Submit My COI
	Requests Addressed All Requ	iests 1	8	
Export to Excel	Export to PDF Export to CSV	2	$\overline{\Omega}$	5
Sub	mission ID	Submitted By	Submission Date	Form Type
	1 &	Thomas D Butterworth	02/07/2019 17:04:57	Request to Engage
	a statute of the second s	Thomas D Butterworth	02/20/2019 17:04:10	COI Disclosure
	46 8			
	46 & 47 &	Thomas D Butterworth	02/20/2019 17:04:42	COI Disclosure
	46 & 47 & 49 &	Thomas D Butterworth Thomas D Butterworth	02/20/2019 17:04:42 03/01/2019 12:52:07	COI Disclosure Other Interest
	46 Ø 47 Ø 49 Ø 51 Ø	Thomas D Butterworth Thomas D Butterworth Thomas D Butterworth	02/20/2019 17:04:42 03/01/2019 12:52:07 03/01/2019 13:07:24	COI Disclosure Other Interest Other Interest
	46 Ø 47 Ø 49 Ø 51 Ø 52 Ø	Thomas D Butterworth Thomas D Butterworth Thomas D Butterworth Thomas D Butterworth	02/20/2019 17:04:42 03/01/2019 12:52:07 03/01/2019 13:07:24 03/01/2019 13:07:47	COI Disclosure Other Interest Other Interest 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.

OWL EXPRESS			
Outside Activities and Conflicts of Interest Dashboard			4 Back to Owl Express Main M
My COI Forms Image: Image: Colored Colored Denied	3		5 Submit New Outside Activity/COLForm Vew My Direct Reports
Submission ID 🔺 Submission Date 🗄	Form Type Latest Decision	Latest Decision Date	Latest Decision By Current Reviewer Comments
	Ne	o data available in table	
Showing 0 to 0 of 0 entries			8 Previous Next

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 (<u>See</u> <u>Reviewer Dashboard Reference 1</u>)
- Select any request that is pending your review.
 - Once selected, the requestor and report details will be displayed for review.

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COI Submission Details				Back to Owt Express	Main Menu
COI Submission Details				Back to Owl Express	Main Menu
Form Information					
				< Back to Dash	board
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					
D Up-to-Date Form					
G Form History					
C Decisions					
Approver Section					
Status Please select			Ŧ		
Comments					
Submit					

- 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.

EXF	PRESS						Back to Owl Express Main
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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			
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m Details	Department	Co	ollege Unit	Job Tile	Email Address	Affiliation	Supervisor
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- 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.

I Submission De	tails									Back to Owl Expre	ess Main
ubmission ID	Submission Date	Bubmitted By	Form Type		Status	Latest Decision	Latest Decision	Data	Latest Decision By		
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m Details											
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Name Vola M Lee	Department ISY-University Info Tech Serv		College/Unit CIO-Chief Information Officer	Job Tile		Email Address essvendor@kennesaw.edu		Affiliation Staff	Supervisor Elizabeth M Starnes		
I lie to Date Form											
Name of Person/Organizat	don .				Test Organ	ization					
Primary Contact					Test Conta	et					
Email					test@test.	2007					
Address					123 Easy 1	itreet, Anywhere, GA					
Please describe the nature	e of the proposed outside activity				This is my	description of my outside activities.					
Starting Date					14-MAR-20	19					
Estimated Average Number	er of Hours per Month				10						
Estimated Total Number o	of Hours from Start Date to End Date				120						
Will any of the proposed a	activity take place during your normal KSU working hour	\$?			No						
Please identify any univer	rsity work this might cause you to miss, including classe	s, meetings, or other KSU respon	nsibilities.		None						
Please identify any KSU re	esources you will use to engage in the outside activity, a	ind how you intend to reimburse t	the university for those resources.		None						
Why is the proposed activ	vity more appropriate as an outside activity, rather than a	is a sponsored research or contra	acted service between KSU and the entity/person with	1 whom you propose to work?	Enter Ansi	wer Here					
If yes, please describe the n	nature of their vendor or other relationship with KSU	u us u venuur, mustee, employee	se amount rore that may create a real or perceived con	man or eliterate	NO						
Does the entity/person wit or igniteHQ) that supports	th whom you intend to work provide funding to the univer-	ersity or any of its cooperative org	nanizations is a the KSII Foundation the KSII Resea								
				arch and Service Foundation, the KSU Athletic A	ssociation, No						
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• Expand Decisions to list of the decisions made to date on the submission.

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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.

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- 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 <u>COI@kennesaw.edu</u>. If you have questions about an outside activity or conflict of interest disclosure, please contact your supervisor to discuss further, email <u>COI@kennesaw.edu</u>, 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 <u>service@kennesaw.edu</u>