

## 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 Servcies Tab

		:55				
	$\square$					
Main Menu	Employee Services	Financial Aid R	egistration	Student Record	ls Student Ser	vices
Search	3.					

#### Main Menu

#### Check Admissions Status

Employee Services Financial Aid Registration Student Records Student Services

#### RELEASE: 8.8.3

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• Click on Outside Activities and Conflict of Interest link.



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## 2. Dashboard Quick Reference

le Activi	ties and Conflic	ts of Interest Dashboa	Ird				4 Back to Civil Expr
orms					3		5 Submit New Outside Activity/
Review 📀	Approved ODenied	Saved All Requests	1				
ort to Excel	Export to PDF Export to CSV				<b>Υ</b>		
ubmission ID	▲ Submission Date ≜	Form Type	Latest Decision	Latest Decision Date	Latest Decision By	Current Reviewer	Comments
10	02/07/2019 17:04:57	Request to Engage	Recommends Approval	02/21/2019 06:56:30	Lesley Netter-Snowden	Candis P. Lobik Dickson	
28	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 <i>G</i>	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 <i>O</i>	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 Ø	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 <i>G</i>	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 <i>S</i>	02/19/2019 10:55:23	COI Disclosure	Recommends Approval	02/19/2019 10:56:41	Candis P. Lobik Dickson	Lesley Netter-Snowden	
42 5	02/19/2019 10:56:15	COI Disclosure	Pending Clarification	02/19/2019 10:56:51	Candis P. Lobik Dickson	Candis P. Lobik Dickson	
I N	00/40/2010 10:50:13		Recommends Approval	02/19/2019 10:59:07	Candis P. Lobik Dickson	Leslev Netter-Snowden	

### Reference Numbers (<u>See above image</u>):

- 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

← → C 🔒 https://owlexpresstest.kennesaw.edu/dev/ban/APP_LEGAL_AFFAIRS.PKG_COUP_DASHBOARD	९ 🖈 🛛 🖯 🖯 🗘
OWL	
Outside Activities and Conflicts of Interest Dashboard	Back to Ow Express Main Menu
My COI Forms	Submit New Outside Activity/COI Form
Review      Operated      Denied      Bissed	
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Submission D 🔺 Submission Date 🗧 Form Type 🗧 Latest Decision 🗧 Latest Decision Date 🗧 Latest Decision By 🚳 Current Reviewer	♦ Comments
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• The below page will be displayed to begin the submission process.

← → C 🔒 https://owlexpresstest.kennesaw.edu/dev/ban/APP_LEGAL_AFFAIRS.PKG_COLP_COLF.FORM_INT	0, ☆	0	θ 0
KENNESAW STATE			
Disclosure Form and Request for Approval Outside Activities & Conflicts of Interest			
	✓ Back to	Dashboar	1
In accordance with Board of Regents and Kernesaw State University (SQU) policies, employees must avoid even the appearance of a conflict of interest regarding their KSU duties. All faculty and staff must obtain the university remission before engaging in compensated outside activities th duties, and for any activities that may interfere with their KSU duties. All faculty and staff who have a neal or potential conflict of interest, including personal, financial or professional relationships, must either avoid the conflict, or obtain an approved management plan that properly defines a conflicts. This form should be used to fulfill those requirements. To review the relevant policies, please see the links below. If you have questions regarding these policies, please email coligkernesaw.edu, or call KSUS Division of Legal Affairs at (470) 578-5582.	it are related to id manages an	o their KS y potenti	ال ial
Click to view Additional Information below The University System of Georgia (USG) policy on Personnel Conduct			
Recent Amendments to the USS policy Further Guidance & KSJ Policy Links			

- 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	0	١f	you continue with	a reques	t, the below	v screen will b	e display	ed.
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	Disclosure Form and Request for Approval Outside Activities & Conflic	ts of Interest
		< Back to Dashboard
Disclosure and Request for Approval		
Your Name	Viola M Lee	
Department	ISY-University Info Tech Serv	
College/Unit	CIO-Chief Information Officer	
Title	IT Professional II	
Email	essvendor@kennesaw.edu	
Affiliation	Staff	
Supervisor	Elizabeth M Starnes	
Instructions for Users Please choose one of the options below. Please subm financial interests, or activities, which have the potent Vou will be able to track the progress of approvals for	It a new form each time you wish to seek permission to engage in an outside activity, or when you recognize a new real or apparent potential conflict of intere a to compromise your objectivity in fulfilling your responsibilities to KSU. each submission by viewing your dashboard in Owl Express.	st. A real or apparent conflict of interest includes personal relationships, professional relationships, or
Bequest permission to engage in an outside as	16/ltv	
<ul> <li>Disclose a real or apparent conflict of interest</li> </ul>		
<ul> <li>Disclose personal, professional, financial or oth</li> </ul>	er interest	

• 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.

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KENNESAW STATE			
	Dicclosure Form and Peque	at for Approval Outcide Activities & Conflicts of Interast	
	Disclosure Form and Reque	st for Approval outside Activities & connets of interest	
Request to Engage in Outside Activities			
Please identify the person or organization you will be working for or contracting w	or the proposed outside activity		
Name of Person/Organization *	Test Organization		
Primary Contact "	Test Contact		
Email *	test@test.com		
Phone *	Country (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		
	954 Characters	h	d
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	cific dates on which you will engage in the proposed o	outside activity, you should still define the date range during which you will engage in the outside activi	ity, 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	Ÿ	
If yes, please describe.			
	000 Characters	A	8
			Page 1/8
Previous Next Save			-

- **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. <u>You will need to request permission for outside</u>

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

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KENNESAW STATE				
	Disclosure Form and Request for Approval Outside Activities & Conflicts of Interest			
Request to Engage in Outside Activities				
Please identify any university work this might cause you to miss, including classes, mee	etings, or other KSU responsibilities.			
Please enter your answer have *	None			
	3996 Characters			
Please identify any KSU resources you will use to engage in the outside activity, and he	aw you intend to reimburse the university for those resources.			
Please enter your answer here *	Nove			
	3996 Characters			
Go to First Previous Next Save			Pag	je 2/8

• 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 <u>Quick Reference 1</u> for more detail.

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KENNESAW STATE UNIVERSITY				
	Disclosure Form and Request for Approval Outside Activities & Conflicts of Interest			
Disclose a Real or Apparent Conflict of Interest				
Is there any other activity, relationship or business interest you wish to disclose?				
Please select your answer *	No *			
If yes, please describe the activity, relationship or interest, and how you propose to manage any real or perceived conflicts of interest.				
Geld feet Presson 55 1 Salmt			Pag	je 8/8

- **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.

← → C	\$ ٥	00
KENNESAW STATE		
You have successfully submitted the request. Request id 110		
Back to Dashboard		

- **Request ID:** Once submitted, you will receive your request ID. You <u>will not</u> 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.

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OWL EXPRESS	
Outside Activities and Conflicts of Interest Dashboard	Back to Owl Express Main Menu
My COL Forms	nit New Outside Activity/COI Form
In Raview     Ø Approved     O Denied     B Saved	
Equator Ecol	Search:
Submission ID 🔺 Submission Date 🚸 Form Type 🚸 Latest Decision 🌢 Latest Decision Date 🚸 Latest Decision By 🚸 Current Reviewer	¢ Comments ¢
110 P 03.132019 14.37.14 Request to Engage COI Disclosure Annanda Establish Henry	
Shouling 1 to 1 of 1 entries	revious 1 Next

- 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

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→ C â https://owlexp	resstest.kennesaw.edu/devlban//	APP_LEGAL_AFFAIRS.PKG_COI.P_(	COL_DETAILS?FID=110				☆ 0
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	1200						
COI Submission	Details						Back to Owl Express Main Me
Form Information							Back to Dashboard
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			
Demographic Infon     Up-to-Date Form     Form History     Decisions	mation						
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Comments							
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• Expand the Demographic Information icon to view your demographic information.

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Vois M Lee ISY-University into Tech Serv OIC-Chert Information Officer IT Professional II essivendor@kennessav.edu Staff Elizabeth M Starres		Demographic info	mation Department	Coll	llege/Unit	Job Tile	Email Address	Affiliation	Supervisor
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- 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.

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rm Information	etails									Back to Owl Express	s Main
Submission ID	Submission Date	Submitted By Viola M Lee	Form Type Request to Engage/COI Disclosure	81	U9 Dview	Latest Decision	Latest Decisio	n Date	Latest Decision By		
en Datais											
Demographic Informat	tion										
Name	Department		College/Unit	Job Tile	Em	all Address		Amilation	Supervisor		
Viola M Lee	ISY-University Info Tech Serv		CIO-Chief Information Officer	IT Professional II	655	wendor@kennesaw.edu		Staff	Elizabeth M Starnes		
Uo-to-Date Form											
Name of PersoniOrganiza	ation				Test Organiza	tion					
Primary Contact					Test Contact						
Email					test@test.con	n					
Address					(000) 500-000 123 Easy Stre	o set, Anywhere, GA					
Please describe the natu	ire of the proposed outside activity				This is my de	scription of my outside activities.					
Starting Date					14-MAR-2019						
Ending Date	ber 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 hou	urs?			No						
If yes, please describe.											
Please identify any unive	ersity work this might cause you to miss, including class	and how you intend to reimburse	the university for those resources.		None						
Why is the proposed acti	ivity more appropriate as an outside activity, rather than	as a sponsored research or cont	raoted service between KSU and the entity/person with whom you	a propose to work?	Enter Answer	r Here					
Does the entity/person w	ith whom you intend to work have a relationship with K	SU as a vendor, trustee, employee	or similar role that may oreate a real or perceived conflict of inte	rest?	No						
If yes, please describe the	nature of their vendor or other relationship with KSU.										
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or IgniteHQ) that support	ts your university responsibilities?	versity of any of its cooperative of	rganizations (e.g., the KSU Foundation, the KSU Research and Se	arvice Foundation, the KSU Athletic Associa	on, No						
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## 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 <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 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 <a href="mailto:service@kennesaw.edu">service@kennesaw.edu</a>