

Reviewing a PM-11 Disclosure

PM-11 disclosures are processed electronically through the LSU [GeauxGrants](#) system. Reviewers should use the following process to approve and route the form.

Reviewer Notification

As a supervisor, unit head, department chair, or dean, you will be asked to review and approve PM-11 disclosures from those you supervise. To review those submissions, you will receive an email from GeauxGrants with a link to the Conflict of Interest Reviewer Dashboard. Click through to access the information (see Figure 1).

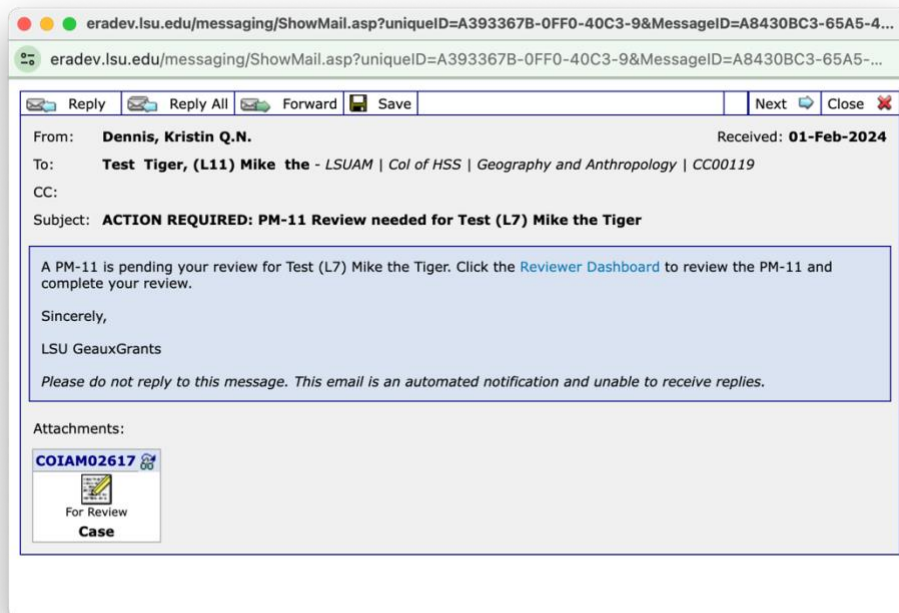


Figure 1 - Review Notification Message

You may also see your list of review requests from the "Things To Do" menu (see Figure 2).

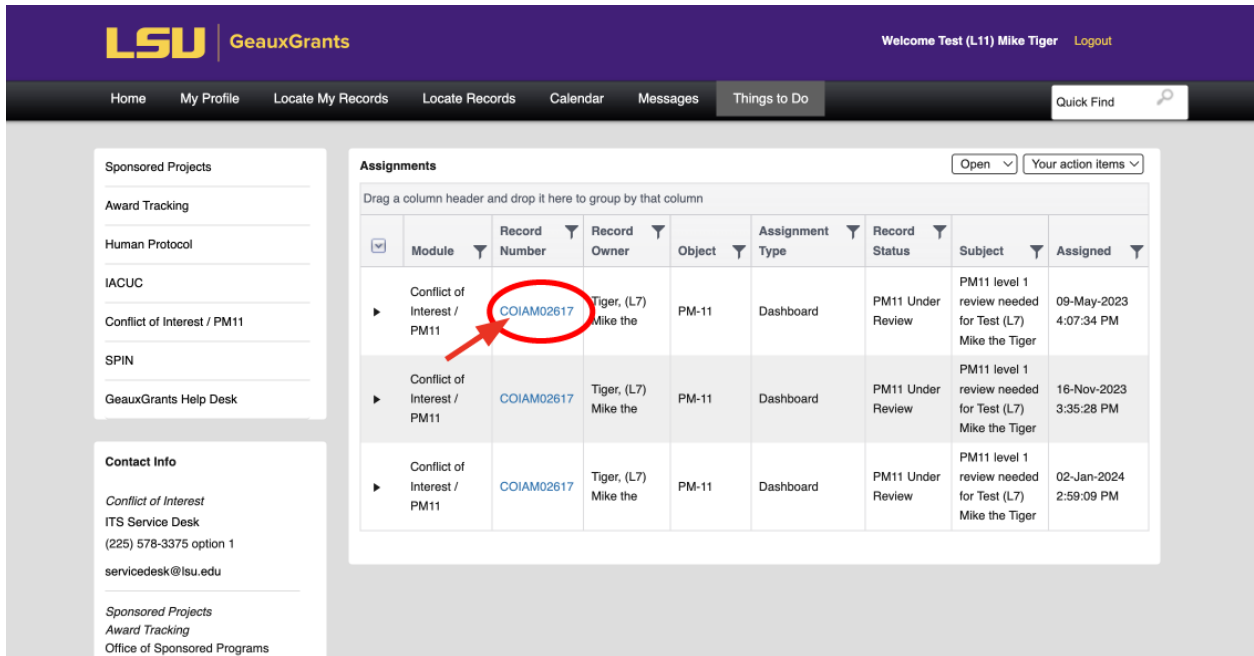


Figure 2 - Things To Do Menu Item

Reviewer Dashboard

The reviewer dashboard provides links to the “PM-11 Request”, the disclosure submitted by your employee, and the “PM-11 Review”, the review form you will complete. Select PM-11 Review form (see Figure 3).

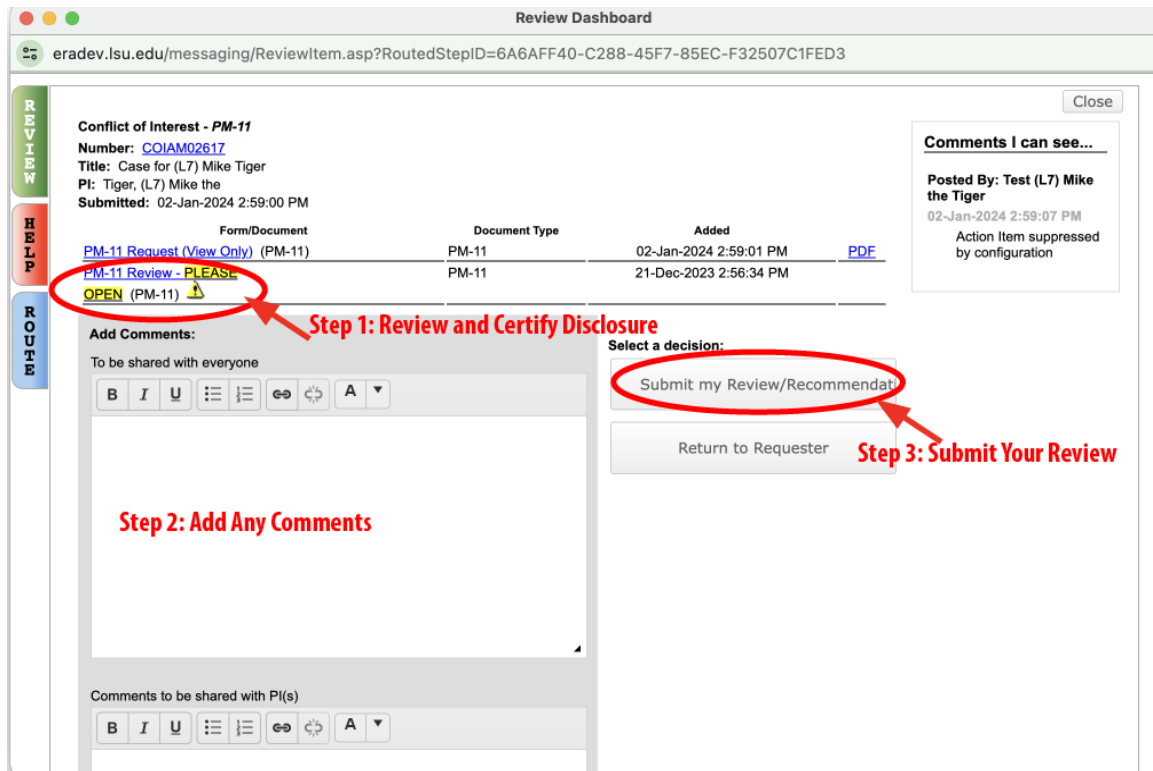


Figure 3 - Reviewer Dashboard

Read The Disclosure

To begin your review, make sure the "Complete" box is unchecked. You can then scroll down through the disclosure form to review what your employee has submitted.

The screenshot shows a web browser window displaying the GeauxGrants "Disclosure of Outside Employment Review" form. The browser address bar shows the URL: eradev.lsu.edu/ComplianceNet2/SharedSystems/EForms/Form.aspx?ObjectFormId=95967BD5-C4D6-4219-9795-05BF34C176A8&recordi... The page header includes the GeauxGrants logo and the title "Disclosure of Outside Employment Review", updated by (L11) Mike the Tiger on 01-Feb-2024 at 11:03:54 AM. A navigation menu shows "ALL PAGES". In the top right corner, there is a "Complete" checkbox (unchecked) and a "Save" button. The main content area is titled "PM-11 DISCLOSURE OF OUTSIDE EMPLOYMENT" and contains a message box: "To continue your review and expose employee's answers, please un-check COMPLETE." Below this, the form is divided into sections: "EMPLOYEE DISCLOSURE" and "EMPLOYEE INFORMATION". The employee information includes: Employee Name: Tiger, (L7) Mike the; Title: IRB/COI Investigator; Department: LSUAM | Col of HSS | Geography and Anthropology | CC00119; Office Use 1. The "Outside Employment Information" section includes: Name of Employer: Coca-Cola Company (*); Is the headquarters of this entity domestic or international?; Time commitment required within the next 12 months: Amount: 6-10 hours, Frequency: Weekly. The "Outside Employment Activity Information" section includes: Estimated total earnings from this activity in the next 12 months: \$0-4999; Dates of proposed activity: Start Date: End Date:

Figure 4 - PM-11 Electronic Form

Provide Your Review

Complete the appropriate review as unit head (level 1) or as dean (level 2). Indicate any responses to the six questions with which you disagree, and answer the four statements yes/no (see Figure 5)

eradev.lsu.edu/ComplianceNet2/SharedSystems/EForms/Form.aspx?ObjectFormId=95967BD5-C4D6-4219-9795-05BF34C176A8&recordi...

eradev.lsu.edu/ComplianceNet2/SharedSystems/EForms/Form.aspx?ObjectFormId=95967BD5-C4D6-4219-9795-05BF34C176A8&recor...

REVIEW 1 - DEPARTMENT CHAIR/HEAD/INSTITUTE DIRECTOR

Identification 1
Reviewer 1 Name:

*Indicate any employee responses with which you **disagree**.*

1.This outside employment would be with a private entity currently doing or actively seeking to do business with the requestor's unit at the University.

2.This outside employment would involve teaching at another institution which results in University level credit

3.This outside employment would involve my providing professional, personal, consulting, and social services to a department, commission, council, board, office, bureau, committee, institution, agency, government, corporation, or any other establishment of the Executive Branch of the State of Louisiana.

4.This outside employment would be conducted on University time or will utilize University property or services, excluding publicly available resources.

5.This outside employment would yield results which advance a theory or practice in the requestor's my field.

6.This outside employment would result in compensation received to assist in the passage or defeat of state legislation during the fiscal year in which the legislation was pending in the legislature.

*Do you **agree** with the following statements:*

7.The proposed duties ordinarily would be performed as part of the public service portion of the employee's duties and responsibilities.
Yes No

8.The proposed activity more appropriately would be accomplished by a contract through the University.
Yes No

9.The legal entity for which the outside employment is proposed has substantial economic interest which may be materially affected by the way in which the employee performs his or her duties and responsibilities as a University employee.
Yes No

10.The outside employment involves state or local public policy.
Yes No

Review 1: Please provide any needed details in support of your assessment.

Please indicate whether you recommend or do not recommend outside employment:

As a reviewing administrator, I hereby certify that I have read and am familiar with the Louisiana Code of Governmental Ethics and that approval of this outside employment does not knowingly violate the Code of Ethics, PM-11 or any other rule or regulation of the University.

When you are finished with your review please check COMPLETE at the top of the page, close out the window, and select a decision

Figure 5 - Supervisor Review

Recommend and Certify

Make a recommendation from the drop-down menu, certify your response, and make sure the "Complete" box at the top of the form is checked.

Forward the Review

Close the review form and return to the Reviewer Dashboard. Add any additional comments, especially if you are returning the disclosure to the employee for their revision. Pay attention as to which message box you use, as the messages will be directed to different reviewers accordingly.

Click the "Submit my Review" button to advance the disclosure to the next level, or "Return to Requester" to send it back to the employee.

Finished

Congratulations, you're done.