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](image)

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

![GeauxGrants Disclosure of Outside Employment Review](image)

*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)
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.