Submitting PM-11 Disclosures of Outside Employment

The disclosure of any employment outside of LSU is required for all full-time employees. This help document shows how to fill and track such disclosures using GeauxGrants. Employees should follow the following steps.

Login to GeauxGrants

GeauxGrants is accessed online through myLSU as well as the GeauxGrants help desk. Login to the system using your myLSU ID and password. Once in the system, select “Conflict of Interest” from the left side menu to enter the Conflict of Interest / PM-11 module (see Figure 1).

LSU’s PM-11 electronic form is part of the COI module.

Create a New Disclosure

Select the button “Create/Update Disclosure” from the Conflict of Interest module screen (Figure 2). You will then need to select what kind of Conflict of Interest you need to disclose. In this case, select “New/Update” from the PM-11 panel (Figure 3).
Figure 3 - Conflict of Interest Module Screen

Figure 2 - Create New Disclosure
Complete the Electronic PM-11 Form

Fill out the form with the appropriate information. Start typing the name of the employer and look for the dropdown menu item of the company (Figure 5).

**EMPLOYEE DISCLOSURE**

**Employee Information**
- Employee Name: Tiger, (L7) Mike the
- Title: IRB/CQI Investigator
- Department: LSUAM I Col of HSS I Geography and Anthropology I CC00119

**Outside Employment Information**
- Name of Employer
- Employer is required. To add an entity, begin typing the name (do not use acronyms)
  - Select the name from the drop down menu
  - If the employer name is not in the drop down list, search for “Not Found” and select “Not Found (*)”. A text box to enter the employer name will appear below

If it is not there, type “Not Found” and enter the employer name in the text box below (Figure 6).
Select the range of dates that best describes your working period. Select the compensation amount range as accurately as possible (Figure 7).

Figure 6 - Company Not Found

Figure 7 - Employment Information
Yes/No Questionnaire

Answer the six yes/no questions as they relate to your proposed outside employment (Figure 8). Upload a contract if you have one.

Finally, you must check the Employee Certification box which serves to attest to your understanding and compliance with PM-11.

Submit Form

Once you have completed and certified the form, scroll to the top of the form. Click “SUBMIT” to submit and close the form (Figure 9). The form will then be routed through the review process for approval.
If you have not completed the form but wish to save what you have already entered, click “SAVE” before closing the window.

Once you have submitted the form, you can simply close any open windows or log out. Your form will be routed through several levels of approval (Department, College, Office of Research & Economic Development). You will receive notification when the routing has been completed and the disclosure has been approved.