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).

![Review Notification Message]

(L1) Mike the Tiger has submitted a PM-11 disclosure which requires your review and recommendation. Please follow these instructions to complete your review:

- Click to open the Reviewer Dashboard.
- Click the PM-11 Review link to open the Reviewer Form. (You do not need to open the Request link.)
- Click the Complete box in the upper right corner of the Reviewer Form to remove the check so the form is editable.
- Review the information provided by the employee, in the first section of the Reviewer Form.
- Record your name in the box for REVIEWER 1.
- Expand your review section by clicking the Show box next to your name.
- Once done, note the certification text and click the Complete box in the upper right corner such that a check appears. This will confirm that all questions have been answered. (If an earlier reviewer's questions were left uncompleted, you can hide their section before clicking Complete.)
- Close the Reviewer Form.
- On the Dashboard, click one of the decisions shown:
  - Submit my review (If the next reviewer is to be notified, regardless of your personal recommendation)
  - Return to requestor (If you feel that further reviews are inappropriate because the employee needs to provide more information; if this is your choice, please FIRST record your concerns/questions for the employee in one or more of the Dashboard comment boxes: the employee will not see the Reviewer Form.)

If you need assistance, please contact Elizabeth Cadarette.

Sincerely,
LSU GeauxGrants

Please do not reply to this message. This email is an automated notification and unable to receive replies.

Figure 1 - Review Notification Message
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).

![Reviewer Dashboard](image)

**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.

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)

<table>
<thead>
<tr>
<th>REVIEW 1 - DEPARTMENT CHAIR/HEAD/INSTITUTE DIRECTOR</th>
</tr>
</thead>
<tbody>
<tr>
<td>Identification 1</td>
</tr>
<tr>
<td>Reviewer 1 Name:</td>
</tr>
</tbody>
</table>

Indicate any employee responses with which you disagree:

- 1. My outside employment would be with an entity currently doing or actively seeking to do business with my unit at the University.
- 2. My outside employment would involve teaching which results in University level credit, will be conducted on University time or will utilize University property or services.
- 3. My 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. I am collaborating with or on special assignment to a unit within the University with which the company is doing or is seeking to do business.
- 5. My outside employment would yield results which advance a theory or practice in my field.
- 6. My outside employment would result in my receiving compensation 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 public policy.
  - Yes
  - No

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

Figure 5 - Supervisor Review
**Recommend and Certify**

Make a recommendation from the drop-down menu (1), certify your response (2), and make sure the "Complete" box is checked (3).

![Figure 6 - Recommendation](image-url)

*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 on the reviewer dashboard.
Forward the Review

Close the review form and return to the Reviewer Dashboard (see Figure 7).

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.