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

![GeauxGrants Home Screen](image)

Create a New Disclosure

Select the button “Create/Update Disclosure” from the Conflict of Interest module screen (see 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 (see Figure 3).
Figure 2 - Create/Update Disclosure

Figure 3 - Create a “New” PM-11 Disclosure

Complete the Electronic PM-11 Form

Fill out the form (Figure 4) with the appropriate information. Dates and compensation amounts may be entered as approximations, but should be as accurate as possible.
**Yes/No Questionaire**

Answer the following 6 questions (Figure 5) with regard to your proposed outside employment. Upload a contract if you have one. You must also check the Employee Certification box which serves to attest to your understanding and compliance with PM-11.
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Once you have completed and certified the form, scroll to the top of the form. Click “COMPLETE” to lock the form, then “SUBMIT” the form. Once submitted, the form will be routed to your supervisor for review and approval.

Figure 5 - Questionnaire

Figure 6 - Complete and Submit