Outside Activities and Conflict of Interest Disclosure Form

Approver
Reviewing and Tracking

Enterprise Systems and Services
## Table of Contents

<table>
<thead>
<tr>
<th>Section</th>
<th>Starting Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Access Outside Activity and Conflict of Interest Forms</td>
<td>3</td>
</tr>
<tr>
<td>Dashboard Quick Reference</td>
<td>5</td>
</tr>
<tr>
<td>Reviewing Requests</td>
<td>7</td>
</tr>
<tr>
<td>Making a Decision</td>
<td>11</td>
</tr>
<tr>
<td>Need Help?</td>
<td>12</td>
</tr>
</tbody>
</table>
1. Access The Outside Activity and Conflict of Interest Forms

- Log into OwlExpress – Owlexpress.kennesaw.edu
- Click on the Employee Services Tab
• Click on Outside Activities and Conflict of Interest Dashboard

Employee Services

Parking and Vehicle Information Menu
Surveys
View Account or Pay Online
Employee Preferred Name Change Form

Programs Supporting Minors

Training Dashboard
Outside Activities and Conflicts of Interest
Registered Visitor

RELEASE: 8.8.3

© 2019 Ellucian Company L.P. and its affiliates.
2. Dashboard Quick Reference – Approvers have two dashboards
   - Reviewer Dashboard – Dashboard used to review direct report requests.

Reference Numbers (See above image):
1. Review submissions that require your approval and review requests previously addressed.
2. Export options for forms in selected section.
3. Return to OwlExpress Main Menu.
4. Changes dashboard to Requestor Dashboard to view and submit your own outside activity or conflict of interest submissions.
5. Search field to search submissions for specific criteria.
6. Links to take you to submission details for your review.
7. Tabs available to display more forms.
8. Fields that can be used for sorting. Double click field title to sort.

- **Requestor Dashboard** – Dashboard used to submit your outside activity or conflict of interest requests.

**Reference Numbers (See above image):**

1. Review submission status and view saved forms.
2. Export options for forms in selected section.
3. Fields that can be used for sorting. Double click field title to sort.
4. Return to OwlExpress Main Menu.
5. Submit new Outside Activity or Conflict of Interest Form.
6. Change to Reviewer Dashboard to review submissions requiring your approval.
7. Search field to search submissions for specific criteria.
8. Tabs to display additional submissions, if any.

- For information on how to create and submit an outside activity or conflict of interest form, please reference the Requestor Job Aid.

3. Reviewing Requests
- Navigate to the Reviewer Dashboard and select the “In Review” tab (See Reviewer Dashboard Reference 1)
- Select any request that is pending your review.
  - Once selected, the requestor and report details will be displayed for review.
  - Click on the plus sign next to the desired information to expand the Form Details.
  - Expand the Demographic Information icon to view the requestor’s demographic information.
• Expand Up-to-date Form to view the version of the form that is under review for approval.
  o An approver can always request additional information when reviewing a form. When changes or updates are made to a form, the changes will appear in bold font in this section.
• Expand Form History to display all versions of your form.
  ○ You may click on the plus sign to see a previous version of the form.
Expand Decisions to list of the decisions made to date on the submission.
4. **Making a Decision**
   - Approvers can select to Approve, Deny, or Request Additional Information from the drop-down menu.
     - Once a decision is selected, enter any comments about the decision. When Deny or Request Additional Information is selected, comments are required.
   - If a request is returned to a requestor for additional information, the request must go back through the entire approval workflow so that each approver has the opportunity to review the changes.

   ![Image of COI Submission Details]

   - An approver has 3 business days to respond to requests. If the approver does not review the request in 3 business days, it is automatically escalated to the next level approver.
   - Approvers will receive one reminder email each day if there are items to be approved.

5. **Need Help?**
If you need further assistance on completing or submitting a form, please email COI@kennesaw.edu. If you have questions about an outside activity or conflict of interest disclosure, please contact your supervisor to discuss further, email COI@kennesaw.edu, or call KSU’s Internal Audit Department at (470) 578-6369.

For technical support, please contact the Service Desk by calling (470) 578-6999 or emailing service@kennesaw.edu