Outside Activities and Conflict of Interest Disclosure Form

Requestor
Submission and Tracking
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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 link.
2. Dashboard Quick Reference
Reference Numbers (See above image):
1. Review status of submissions 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. Search field to search submissions for specific criteria.
7. Direct links to previous submissions or to continue saved submissions.
8. Tabs to display additional submissions, if any.

3. How to Begin a New Form.

- Click on Submit New Outside Activity/COI Form

- The below page will be displayed to begin the submission process.
• Please read BOR Policy and related information.
• You may return to your dashboard with top right link or continue with submitting a form with the bottom left link.
  ○ If you continue with a request, the below screen will be displayed.

• Please review your demographic information and ensure this is correct.
• Read the Instructions for Users.
• Choose the appropriate request or disclosure type.

4. Filling out and Submitting a Form.

• **Required Fields**: Each selection type has required information fields. These fields are marked with an asterisk (*). These fields must contain information for the form to submit. If a required field is missed, you will be notified to complete the missing field when you attempt to submit the form.
  
  o **Email**: The Email field must be formatted in an email format to be accepted. For example: COI@kennesaw.edu.
  
  o **Phone**: The Phone field must have the area code and phone number. The country code is not required, but is provided for international numbers.
  
  o **Dates**: The Ending Date cannot be more than one year from theStarting Date. **You will need to request permission for outside**
activities or disclose a conflict each year that it exists. (Only the outside activity disclosure form will have the date fields.)

- **Saving a Form:** You may save your form at any time for completion at a later time. The saved form will be retained for 45 days. After 45 days, if the saved form has not been completed the system will remove the saved form’s information. You may access saved forms from the main dashboard by selecting the “Saved” icon. See [Quick Reference 1](#) for more detail.

- **Submitting Form:** When you have completed the form, click the submit button. This will begin the review process and notify your supervisor that you have submitted a form for their review.
  - **Missing Required Information:** If there is any missing required information in the form you are submitting, you will not be able to
submit the form and there will be a dialog box that notifies you of the missing information. Please complete the required information and attempt to submit your form again.

• **Request ID:** Once submitted, you will receive your request ID. You **will not** receive a confirmation email of your submission, but you can check your Dashboard for the status of your request.
  ○ You will receive an email communication notifying you when your submission has been approved by the final reviewer, denied, or if a reviewer has requested additional information. Your dashboard will always have up-to-date information on any of your submissions.
5. Reviewing Your Submission Information

- Select submission to review.

- Once a submission is selected the submission information is displayed
- Click on the plus sign next to the desired information to expand the Form Details
- Expand the Demographic Information icon to view your demographic information.

- Expand Up-to-date Form to view the version of the form that under review for approval
- A reviewer can always request additional information when reviewing your form. When you make changes or updates to your form, the changes will appear in bold font in this section. 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.
- 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 your submission.
6. What is Next?

Approval Process – High Level Overview:

- Your request will be sent to your first approver, your immediate supervisor.
- The form will be routed to each supervisor in your chain of command. The last individuals that must approve the request in the approval chain are the President (staff submissions) and Provost (faculty submissions).
- Each approver has 3 business days to respond to your request.
  - If an approver does not respond within 3 days, your request will automatically escalate to the next level approver.

7. 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) 578-2573.

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