

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 <u>myLSU</u> as well as the <u>GeauxGrants help desk</u>. 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).

	auxGrants						Welco	ome Test (L7) Mik	k e Tiger L ogout
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GeauxGrants Help Desk									
Contact Info									
Conflict of Interest ITS Service Desk SPIN [™] Search thousands of funding opportunities and create a proposal with a click.									
(225) 578-3375 option 1		Search: Exact search Submit Help							
Sponsored Projects Award Tracking									

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

Figure 1 - GeauxGrants Landing Screen

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).

LSU Gea	auxGrants					Welcome Test (L7) I	Mike Tiger Logout	
Home My Profile	Locate My Records	Locate Records	Calendar	Messages	Things to Do		Quick Find	2
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Contact Info								
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ITS Service Desk								
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servicedesk@lsu.edu								
Sponsored Projects Award Tracking								



	uxGrants					Welcome Test	(L7) Mike Tiger Logout
Home My Profile	Locate My Records	Locate Records	Calendar	Messages	Things to Do		Quick Find
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Conflict of Interest / PM11		be completed annually ges occur.	y when holding ac	ctive or proposed t	unding, or as		
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Conflict of Interest	propo party	osals for such funding,	who have had tra	avel reimbursed or	paid for <u>by a third</u>		
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(225) 578-3375 option 1	Must	be completed when a	oplicable.				
servicedesk@lsu.edu	Refe	r to PS-98 for additiona	al information.				
Sponsored Projects							
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Office of Sponsored Program (225) 578-2760							
osp@lsu.edu		osure is required for al gaged in outside empl		ees contemplating	outside employment		
Human Subjects Review	Must	be completed when a	oplicable.				
SPIN Database Office of Research & Econor	nic Refer	r to PM-11 for additiona	al information.				



GeauxGrants	Disclosure of Outside Employment Updated By: (L7) Mike the Tiger @ 15-Jan-2024 12:32:25 PM			
ALL PAGES				
	Save Submit			
PM-11 DISCLOSURE OF OUTSI	DE EMPLOYMENT			
disclose all outside employment	anent Memorandum Number 11 requires that all full-time employees of the LSU System comply with its provisions and as defined within it. Disclosure is required for each outside employment event. Blanket approvals will not be granted. me familiar with PM-11 before completing this form.			
contractual provisions of PM-11	approval by the Executive Vice President & Provost or the President, the employee must follow the certification and under the Approval Level section for outside employment. All required documents shall be attached to and made a part of mission through administrative channels for review by the President. De less than 50 characters.			
Annual leave must be submitted if outside employment activities take place during assigned working hours.				
See policy at www.lsu.edu/administration/policies/pmfiles/pm-11.pdf .				
	Figure 4 - PM-11 Disclosure 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 Information Employee Name: Tiger, (L7) Mike the Title: IRB/COI Investigator Department: LSUAM I Col of HSS I Geogr	aphy and Anthropology I CC00119
Dutside Employment Information Name of Employer	
Employer is required. To add an entity, beg • Select the name from the drop down • If the employer name is not in the drop	
Start typing to locate entries	Type Company Name Here
Time commitment required within the next 1	2 months
Amount:	Frequency
Outside Employment Activity Information:	
Estimated total earnings from this activity in	the next 12 months:
Dates of proposed activity:	
present proposed address.	

If it is not there, type "Not Found" and enter the employer name in the text box below (Figure 6).

EMPLOYEE DISCLOSURE
Employee Information
Employee Name: Tiger, (L7) Mike the
Title: IRB/COI 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
Not found (*) Enter and then Select "Not Found"
Actual Name of employer or business:
Tiger Consulting LLC Then enter name of company
Time commitment required within the next 12 months
Amount: Frequency
Outside Employment Activity Information:
Estimated total earnings from this activity in the next 12 months:
Dates of proposed activity
Figure 6 - Company Not Found

Select the range of dates that best describes your working period. Select the compensation amount range as accurately as possible (Figure 7).

Outside Employment Information	
Name of Employer	
Employer is required. To add an entity, begin typing t • Select the name from the drop down menu • If the employer name is not in the drop down li	the name (do not use acronyms) ist, search for "Not Found" and select "Not Found (*)". A text box to enter the employer name will appear below
Coca-Cola Company (*)	
Time commitment required within the next 12 months	3
Amount: 6-10 hours ~	Frequency Weekly ~
Outside Employment Activity Information: Estimated total earnings from this activity in the next	12 months:
\$0-4999	
Dates of proposed activity: Start Date:	End Date:
01-Sep-2024	01-Dec-2024
Yes 🛛 No 🗹 Is this entity foreign, non-US base	ed and/or international?
State: Louisiana	
City Baton Rouge	

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.

Question	naire	
Yes 🗖	No 🗖	1. This outside employment would be with a private entity currently doing or actively seeking to do business with the requestor's unit at the University
Yes 🗖	No 🛛	2. This outside employment would involve teaching at another institution which results in University level credit.
Yes 🗖	No 🗖	3. This outside employment would involve 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.
Yes 🗖	No 🗖	4.This outside employment would be conducted on University time or will utilize University property or services, excluding publicly available resources.
Yes 🗖	No 🗖	5. This outside employment would yield results which advance a theory or practice in the requestor's field.
Yes 🗖	No 🛛	6. This outside employment would result in compensation received to assist in the passage or defeat of state legislation during the fiscal year in which the legislation was pending in the legislature.
Yes 🗖	No 🗆	Is there a contract or other supporting documentation concerning this disclosure?
1. 2.	lain to the I do not r Any view:	tion proposed outside employer that: appresent said outside employer as an employee of the University in any manner s I express on behalf of an outside employer do not necessarily reflect the view of the University, and r may the name of the University nor my official University capacity be used in support of any position I may take on behalf of said outside employer

Furthermore, I certify that University personnel, laboratories, and equipment will not be used in connection with outside employment other than as provided in PM-11.

My approval attests to my understanding of and compliance with PM-11.

When you are finished please click SUBMIT at the top of the page to submit your disclosure.

Figure 8 - PM-11 Questionnaire

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

Submit Form

Geau	xGrants	Disclosure of Outside Employment Updated By: (L7) Mike the Tiger @ 15-Jan-2024 12:32:25 PM			
ALL PAGES					
PM-11 DIS	CLOSURE OF OUTSIE	DE EMPLOYMENT			
Instructio	ns / Introduction				
disclose	all outside employment	nent Memorandum Number 11 requires that all full-time employees of the LSU System comply with its provisions and as defined within it. Disclosure is required for each outside employment event. Blanket approvals will not be granted. me familiar with PM-11 before completing this form.			
If outside employment requires approval by the Executive Vice President & Provost or the President, the employee must follow the certification and contractual provisions of PM-11 under the Approval Level section for outside employment. All required documents shall be attached to and made a part of this Disclosure Form before submission through administrative channels for review by the President. The uploaded file name must be less than 50 characters.					
Annual le	ave must be submitted	if outside employment activities take place during assigned working hours.			
See polic	See policy at <u>www.lsu.edu/administration/policies/pmfiles/pm-11.pdf</u> .				

Figure 9 - 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.