

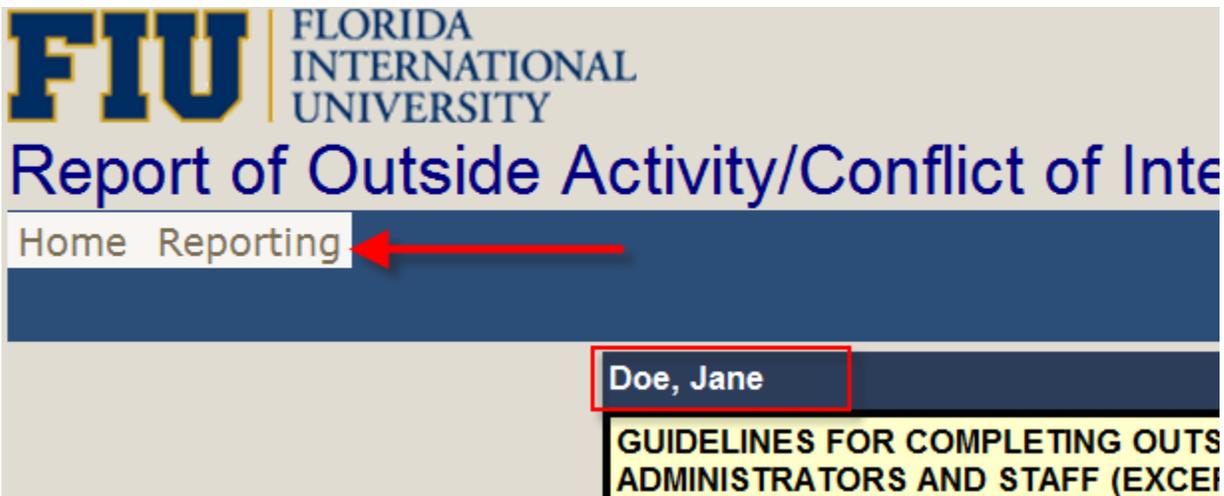
Conflict of Interest - Frequently Asked Questions

**As an Employee**

**Q1 - What is the status of my submission?**

If you submitted an OA/COI form, you may view the current status:

- Log on to [Employee Portal](#)
- Click on the “Reporting” tab



FORM STATUS							
	FORMID	DATE	SUPERVISOR	DEAN	PROVOST	RESEARCH	
Select	1321	11/4/2011 12:06:38 PM	not-approve	pending	pending	na	
↓	↓	↓	↓	↓	↓	↓	
1	2	3	4	5	6	7	

**Field definitions:**

1. To view the submitted form
2. To track the multiple forms that have been submitted and to show history of forms submitted
3. The date of your submission
4. Approval status of your direct supervisor
5. Approval status of your Dean (if applicable)
6. Approval status of Provost (if applicable)
7. Approval status of Research (if applicable)

Please note that HR is part of the approval process

**Q2 - When do I get a status notification?**

Although you can check the status of your form at any time, the system will send you an email once your submission has been approved at the final level OR it will notify you of a denial at any level in the process.

**Q3 - In the section titled "Estimated number of total hours," the "Total Hours per Week" and the "Total Hours" fields are not active. How do I enter information?**

The system will generate these numbers automatically. Please press the Tab key on your keyboard after each input.

• **Estimated number of total hours:**

Weekday hours:  **Tab**

Evening/weekend hours:  **Tab**

Number of Weeks:  **Tab**

Total hours per week: 73

Total hours: 876

Please ensure that these two fields are generated, otherwise the form will not give a confirmation page.

**Q4 - Why is the "Submit" button not working?**

Please refer to the information in question 3 to be sure that portion was completed correctly. You may email Human Resources Information Systems at [hris@fiu.edu](mailto:hris@fiu.edu) for assistance.

**Q5 - How many times should I submit the OA/COI form?**

The Outside Activity/Conflict of Interest Portal is available all year long and allows you to report new activities as they are introduced.

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**As an Approver**

**Q1 - How do I know if my employees have submitted an Outside Activity/ Conflict of Interest form?**

- Log on to [Approver Portal](#)
- Click "Reporting" then "By Department"
- Select your Department - then choose "**Submitted**" OR "**Not Submitted**"

## Report of Outside Activity/Conflict of Interest

Home Reporting ▸ My Reviews

By Department  Report type  SEARCH

PANTHERID	LAST_NAME	FIRST_NAME	DEPT_NAME	DEPTID	Report
0105646	Vengoechea	Ricardo	HRIS	0611000000	

Department  Report type  SEARCH

PANTHERID	LAST_NAME	FIRST_NAME	DEPT_NAME	DEPTID	Report
0109167	Tarifa	Carlos	HRIS	0611000000	n
1585057	Villarino	Susana	HRIS	0611000000	n
2991621	Charles	Junior	HRIS	0611000000	n
1388016	Almarales	Yelenia	HRIS	0611000000	n
1585057	Villarino	Susana	HRIS	0611000000	n

Letters definition:  
 - N: Nothing to report  
 - Y: Reports an OA/COI

### Q2: How do I approve a submitted OA/COI form?

If you are a Supervisor, Provost, or Dean:

- Log on to [Approver Portal](#)
- Click on "My Reviews" then select the employee you would like to review.
- Choose your role: Supervisor - HR - Provost - Dean

My Reviews

Your name as the reviewer

PANTHER ID	FIRST NAME	LAST NAME	DEPT ID	DATE	FORM ID	
1676530	David	Wong	0611000000	9/8/2011 9:50:08 AM	283	<a href="#">select</a>
0001700	Jane	Doe	0326020000	10/31/2011 12:07:06 PM	295	<a href="#">select</a>
0001700	Jane	Doe	0326020000	10/31/2011 12:07:06 PM	295	<a href="#">select</a>
0001700	Jane	Doe	0326020000	10/31/2011 12:07:06 PM	295	<a href="#">select</a>

Click on "Select" to view the form

**Doe, Jane Form**

Name of the employee

**1A: All compensated professional activities, including teaching for another institution.**

True

2A: Name of employing or contracting entity person

Answer : Test

2B: Nature of activity or financial interest (description of equity interest or intellectual property):

Answer : Test

2E: List anticipated dates of activity. Also list location for these activities:

Answer : 01-01-2015

Locations : TestLocation

2F: Estimated number of total hours per week:

total weekday hours: 23

total evening/weekend hrs: 2

Number Of weeks : 15

total hours per week: 25

total hours: 375

2G: Are FIU employees and/or students involved?

Answer : no

Explain :

2I: Are you required, as a condition of the employment/activity, to waive any rights you might have to intellectual property you develop, including patent rights or in any way impact the University's interest in intellectual property?

Answer :no

2K: Total number of outside activity and financial interest reports submitted during this contractual period including this report

Answer: 1

**COMMENTS:**

**APPROVED**

**DENIED**

**PREVIOUS COMMENTS:**

This section will populate if you requested more info or comments from previous approver(s)