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

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: 23
  - Evening/weekend hours: 50
  - Number of Weeks: 12
  - 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 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.

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"
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
**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: 26
- 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:**

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