



Geaux Grants

Reviewing PM-11 Disclosures of Outside Employment

The disclosure of any employment outside of LSU is required for all full-time employees. Reviewers should follow the steps outlined below on how to review such disclosures in Geaux Grants.

1. Review Notification

When an employee in your unit submits a PM-11 request for review, you will receive an email from Geaux Grants. It can also be accessed through [myLSU](#). Login to the system using your AgCenter ID and password. Once in the system, review the tasks awaiting you under “Things to Do” in the reviewer dashboard.

The screenshot displays the GeauxGrants web application interface. At the top, a green header bar features the AgCenter logo and the text 'GeauxGrants'. Below this is a dark navigation bar with links: Home, My Profile, Locate My Records, Locate Records, Calendar, Messages, and Things to Do. A red arrow points to the 'Things to Do' link. On the left, a sidebar contains links for Human Protocol, Conflict of Interest / PM-11, and SPIN. The main content area is divided into sections: 'Assignments' with a table header (Module, Record Number, Record Owner, Object, Assignment Type, Record Status) and a 'No results found' message; 'Messages' with an 'Inbox' dropdown and a 'New Mail' button, also showing 'No messages were found for this folder.'; and 'System Messages' at the bottom, stating 'There are no messages at this time.'

Select PM-11 Review Form “PLEASE OPEN” as highlighted below.

Conflict of Interest - PM-11

Number: CCIAM00063

Title: Case for (L1) Mike Tiger

Submitted: 12-Apr-2019 9:23:26 AM

Form/Document	Document Type	Submitted
PM-11 Request (View Only) (PM-11)	PM-11	12-Apr-2019 9:23:26 AM
PM-11 Review - PLEASE OPEN (PM-11)	PM-11	12-Apr-2019 9:23:26 AM

Click "Review" link to see disclosure

Comments I can see...

Posted By: (L1) Mike the Tiger

12-Apr-2019 9:23:27 AM

Action Item suppressed by configuration

Add Comments:

To be shared with everyone

Select a decision:

Submit my Review/Recommendation

Return to Requester

Comments to be shared with P(s)

2. Read the Disclosure

To begin your review, make sure the "Complete" box is unchecked. You can then scroll down through the disclosure form to review what your employee has submitted.

3. Provide Your Review

Complete the appropriate review as unit head (level 1) or as dean (level 2). Indicate any responses to the six questions with which you disagree, and answer the four statements yes/no.

Close Save Complete Print

REVIEW 1 - DEPARTMENT CHAIR/HEAD/INSTITUTE DIRECTOR

Identification 1

Reviewer 1 Name:

Indicate any employee responses with which you **disagree**:

- ☐ 1. My outside employment would be with an entity currently doing or actively seeking to do business with my unit at the University.
- ☐ 2. My outside employment would involve teaching which results in University level credit, will be conducted on University time or will utilize University property or services.
- ☐ 3. My outside employment would involve my 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.
- ☐ 4. I am collaborating with or on special assignment to a unit within the University with which the company is doing or is seeking to do business.
- ☐ 5. My outside employment would yield results which advance a theory or practice in my field.
- ☐ 6. My outside employment would result in my receiving compensation to assist in the passage or defeat of state legislation during the fiscal year in which the legislation was pending in the legislature.

Do you **agree** with the following statements:

- * 7. The proposed duties ordinarily would be performed as part of the public service portion of the employee's duties and responsibilities.
Yes ☐ No ☐
- * 8. The proposed activity more appropriately would be accomplished by a contract through the University.
Yes ☐ No ☐
- * 9. The legal entity for which the outside employment is proposed has substantial economic interest which may be materially affected by the way in which the employee performs his or her duties and responsibilities as a University employee.
Yes ☐ No ☐
- * 10. The outside employment involves public policy.
Yes ☐ No ☐

Review 1: Please provide any needed details in support of your assessment.

4. Recommend & Certify

Make a recommendation from the drop-down menu (1), certify your response (2), and make sure the "Complete" box is checked (3).

5. Forward the Review

Close the review form and return to the Reviewer Dashboard.

Add any additional comments, especially if you are returning the disclosure to the employee for their revision. Pay attention as to which message box you use, as the messages will be directed to different reviewers accordingly.

6. Finished

Congratulations, you're done. The day after the form has completed the review process, the employee will receive an email notification of the outcome (approved or denied).

If you have questions, please reach out to the [PM-11 Coordinator](#).

Reference: [LSU PM-11](#) and [LSU AgCenter PS-26](#)