



Geaux Grants

Submitting PM-11 Disclosures of Outside Employment

The disclosure of any employment outside of LSU is required for all full-time employees. Employees should follow the steps outlined below on how to complete and track such disclosures using GeauxGrants.

1. Login to GeauxGrants

GeauxGrants is accessed online through [myLSU](#). Login to the system using your AgCenter ID and password. Once in the system, select “Conflict of Interest/PM-11” from the left side menu.

The screenshot displays the GeauxGrants web application. At the top is a green header with the LSU 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. The main content area has a light gray background. On the left, there is a vertical menu with three items: "Human Protocol", "Conflict of Interest / PM-11" (which is highlighted), and "SPIN". To the right of this menu, under the heading "Conflict of Interest / PM-11", there is a "Create New" section with a button labeled "Create/Update Disclosure". Below that is an "Accessing Records/Reporting" section with two buttons: "Locate records by using filters" and "Show a listing of All my records".

2. Create a New Disclosure

Select the button “Create/Update Disclosure” from the Conflict of Interest module screen. You will then need to select what kind of Conflict of Interest you need to disclose. In this case, select “Create/Update” from the PM-11 panel.

GeauxGrants

Home My Profile Locate My Records Locate Records Calendar Messages Things to Do

Human Protocol
Conflict of Interest / PM-11
SPIN

Create/Update Disclosure

Significant Financial Interest Disclosure Statement

Create/Update View Previous

Significant Financial Interest (SFI) disclosure is required for all Investigators who are responsible for the design, conduct or reporting of research or applications/proposals for such research. For the purposes of this disclosure, research means sponsored projects involving research, education and service activities for the LSU Agricultural Center.

SFI disclosures must be completed annually when holding active or proposed funding, or as changes occur.

Refer to [PS-29](#) for additional information.

Travel Disclosure Statement

Create/Update View Past 12 Months

Travel disclosure is required for all Investigators who are responsible for the design, conduct or reporting of research or applications/proposals for such research who have at present or in the past twelve months had any travel costs related to their institutional responsibilities that were either (1) reimbursed directly to the Investigator by a third party or (2) paid on the Investigator's behalf by a third party (i.e. not through the LSU Agricultural Center's travel office). For the purposes of this disclosure, research means sponsored projects involving research, education and service activities for the LSU Agricultural Center.

This does not include travel that is reimbursed or sponsored by U.S. Federal, state or local governmental agencies, U.S. institutions of higher education, academic teaching hospitals and medical centers.

Travel disclosures must be completed when applicable.

Refer to [PS-29](#) for additional information.

PM-11 Disclosure of Outside Employment

Create/Update View All Previous

PM-11 disclosure is required for all full-time employees contemplating outside employment or engaged in outside employment.

PM-11 disclosures must be completed when applicable.

Refer to [PM-11](#) for additional information.

3. Complete the Electronic PM-11 Form

Fill out the form with the appropriate information for your request. Dates and compensation amounts may be approximations but should be as accurate as possible. As you begin typing the employer's name, if it is in the system, you can select it from the list.

GeauxGrants		AgCenter Disclosure of Outside Employment	
		Updated By: (A8) Mike the Tiger @ 26-Jun-2025 12:53:34 PM	
ALL PAGES			
Complete ☐ Save Submit			
PM-11 DISCLOSURE OF OUTSIDE EMPLOYMENT			
Instructions / Introduction			
Louisiana State University Permanent Memorandum Number 11 requires that all full-time employees of the LSU System comply with its provisions and disclose all outside employment as defined within it. Disclosure is required for each outside employment event. Blanket approvals will not be granted. Employees are required to become 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 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.			
EMPLOYEE DISCLOSURE			
Employee Information			
Employee Name: Tiger, (A8) Mike the			
Title: Institutional Official			
Department: LSUAG Unit Burden Research Center CC00948			
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			
Start typing to locate entries			

4. Yes/No Questionnaire & Attestation

Answer the following 6 questions regarding your proposed outside employment. Upload a contract if you have one. Then, check the Employee Certification box which serves to attest to your understanding and compliance with PM-11.

Questionnaire	
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?
Employee Certification	
I will explain to the proposed outside employer that:	
1. I do not represent said outside employer as an employee of the University in any manner	
2. Any views I express on behalf of an outside employer do not necessarily reflect the view of the University, and	
3. In no way 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.	

5. Close & Submit

Once you have completed and certified the form, scroll to the TOP of the form. Click “COMPLETE” to lock the form, then click “SUBMIT” the form. *You must do both!* Once it is submitted, you will return to your home screen and the form will be routed to your unit head for review and consideration.

6. Review Outcome

The day after your form has completed the review process, you should receive an email notification of the outcome (approved or denied). Please note that the form must be submitted prior to the commencement of outside employment and you should ensure time for the review process.

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