

Reviewing a PM-11 Disclosure

PM-11 disclosures are processed electronically through the LSU [GeauxGrants](#) system. Reviewers should use the following process to approve and route the form.

Reviewer Notification

As a supervisor, unit head, department chair, or dean, you will be asked to review and approve PM-11 disclosures from those you supervise. To review those submissions, you will receive an email from GeauxGrants with a link to the Conflict of Interest Reviewer Dashboard. Click through to access the information (see Figure 1).

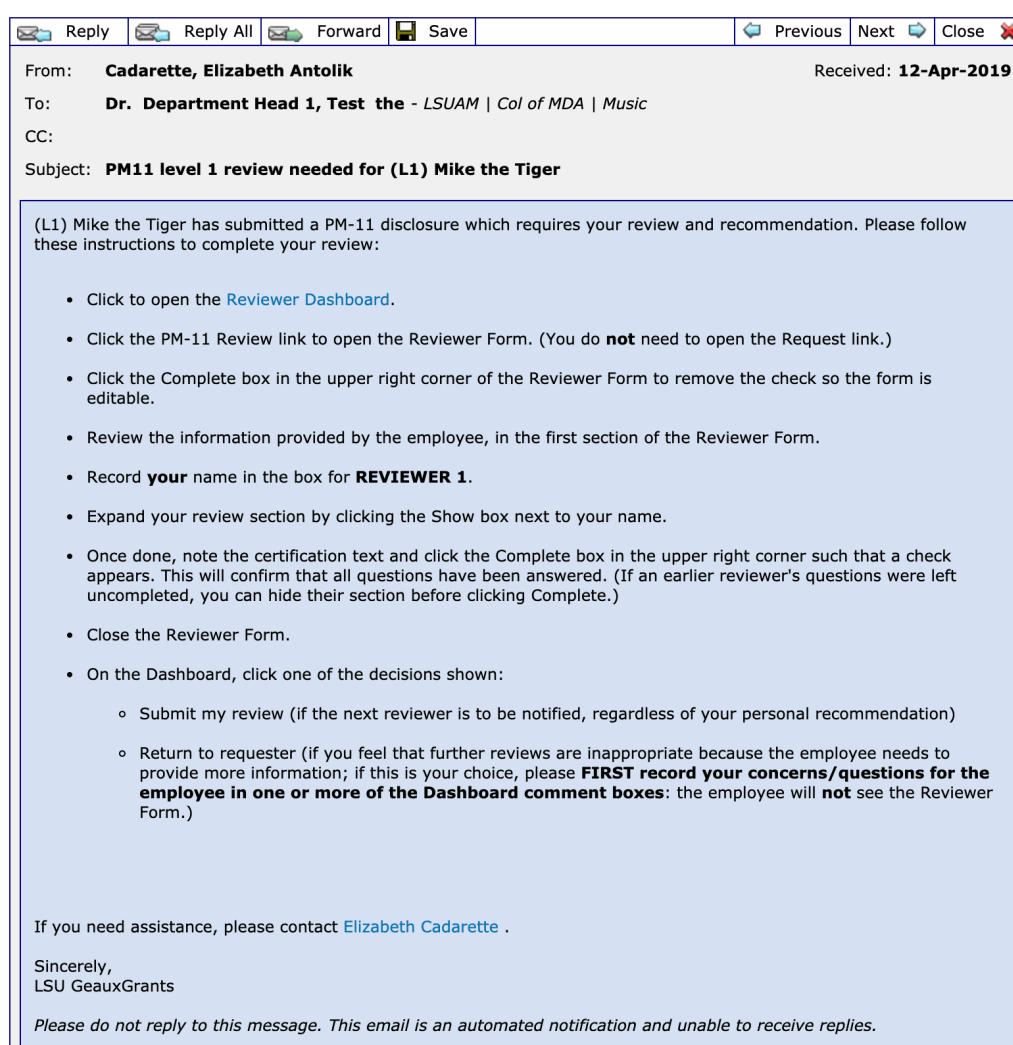


Figure 1 - Review Notification Message

You may also see your list of review requests from the "Things To Do" menu (see Figure 2).

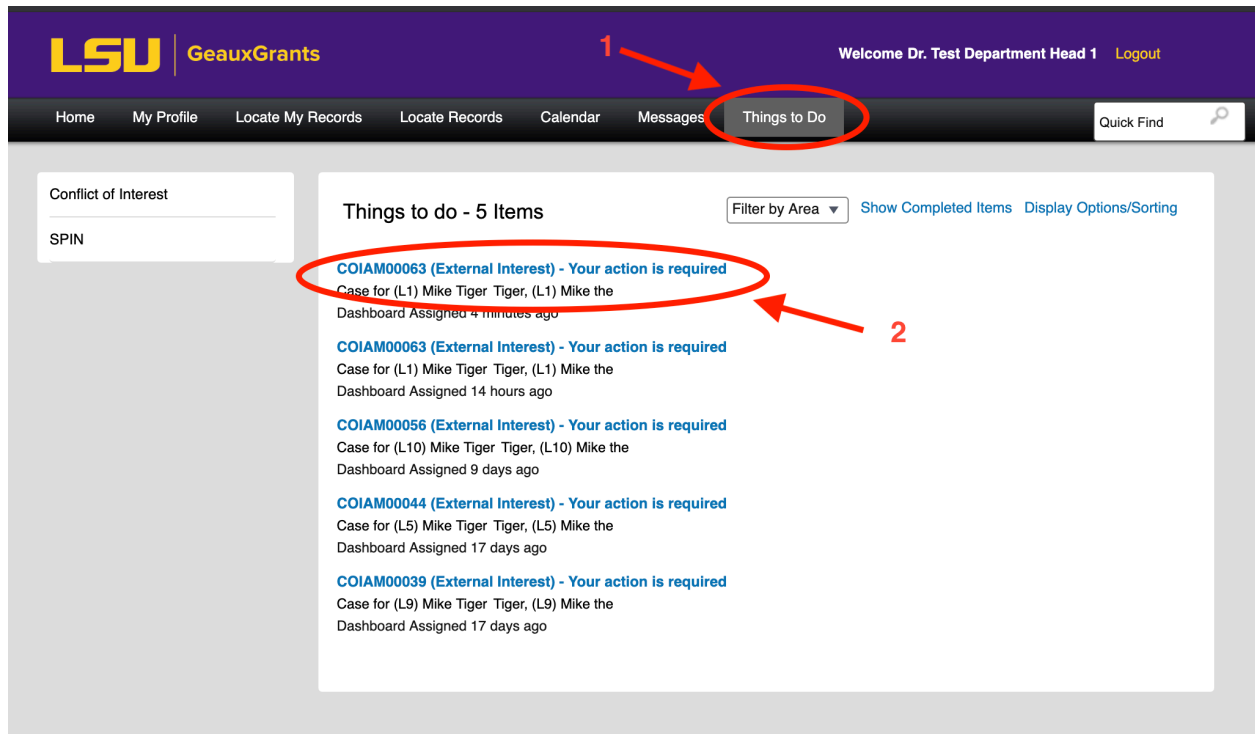
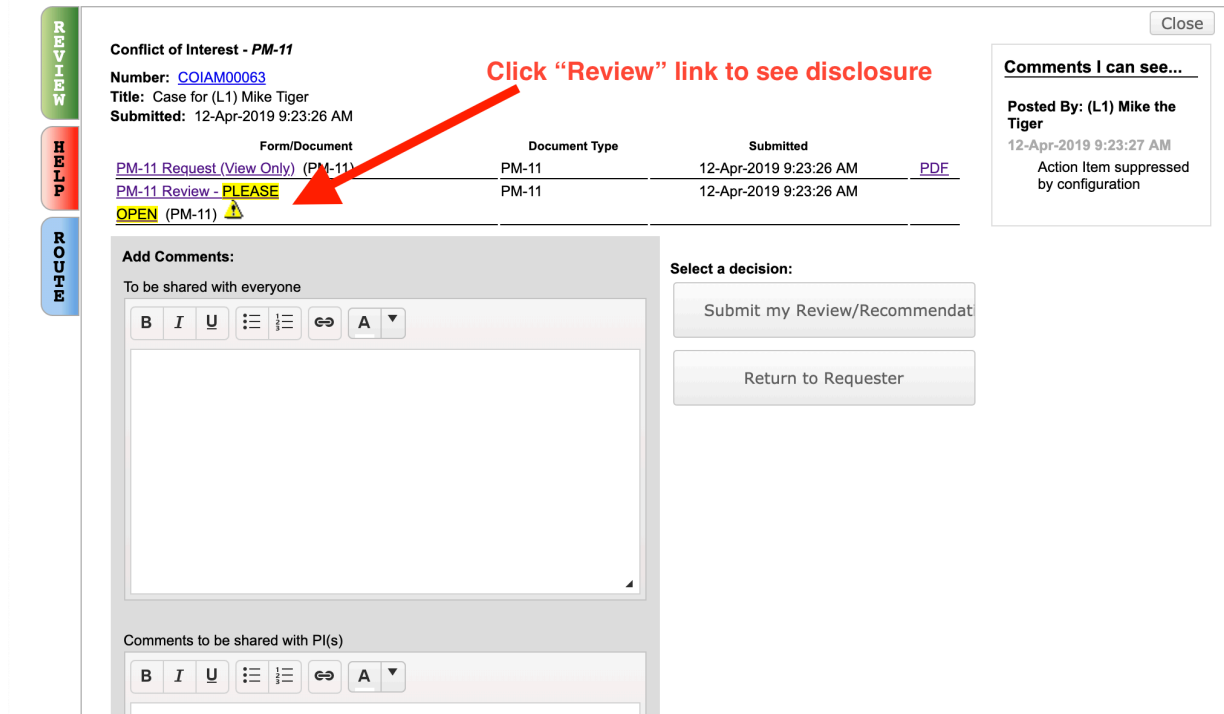


Figure 2 - Things To Do Menu Item

Reviewer Dashboard

The reviewer dashboard provides links to the “PM-11 Request”, the disclosure submitted by your employee, and the “PM-11 Review”, the review form you will complete. Select PM-11 Review form (see Figure 3).



Conflict of Interest - *PM-11*

Number: [COIAM00063](#)
Title: Case for (L1) Mike Tiger
Submitted: 12-Apr-2019 9:23:26 AM

Click “Review” link to see disclosure

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

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 PI(s)

Figure 3 - Reviewer Dashboard

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.

LSU

Close Save **Complete** Print

Make sure this box is unchecked.

Updated By: Test the Department Head 1 @ 12-Apr-2019 09:30:22 AM

PM-11 DISCLOSURE OF OUTSIDE EMPLOYMENT

EMPLOYEE DISCLOSURE

REVIEW 1 - DEPARTMENT CHAIR/HEAD/INSTITUTE DIRECTOR

REVIEW 2 - DEAN/EXECUTIVE DIRECTOR

REVIEW 3 - VICE PRESIDENT FOR RESEARCH & ECONOMIC DEVELOPMENT

REVIEW 4 - EXECUTIVE VICE PRESIDENT AND PROVOST

REVIEW 5 - PRESIDENT

ALL PAGES

PM-11 DISCLOSURE OF OUTSIDE EMPLOYMENT

To continue your review and expose employee's answers, please un-check COMPLETE.

EMPLOYEE DISCLOSURE

Employee Information

Employee Name: **Tiger, (L1) Mike the**
Title: **Associate Professor**
Department: **LSUAM I Division of Strategic Comm**

Office Use 1

Outside Employment Information

- * Name of employer or business:
Animal Control Office
- * Time commitment required within the next 12 months
7 Saturdays in the Fall

Outside Employment Activity Information:

- * Proposed compensation to be received:
\$15 per hour plus tips
- * Dates of proposed activity:
Fall 2019
- * Location:
Baton Rouge
- * Describe proposed activity:
I will be searching and trapping rogue animals that enter the parish. I will be on the lookout for alligators, dogs, wild pigs, eagles and assorted demons.

Figure 4 - PM-11 Electronic Form

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 (see Figure 5)

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.

Figure 5 - Supervisor Review

Recommend and Certify

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

Close Save Complete Print

*** Please indicate whether you recommend or do not recommend outside employment:**

1. Recommended

2. ***** As a reviewing administrator, I hereby certify that I have read and am familiar with the Louisiana Code of Governmental Ethics and that approval of this outside employment does not knowingly violate the Code of Ethics, PM-11 or any other rule or regulation of the University.

3. Check to lock review

When you are finished with your review please check COMPLETE at the top of the page, close out the window, and select a decision on the reviewer dashboard.

Figure 6 - Recommendation

Forward the Review

Close the review form and return to the Reviewer Dashboard (see Figure 7).

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.

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Figure 7 - Submit Recommendation

Click the "Submit my Review" button to advance the disclosure to the next level, or "Return to Requester" to send it back to the employee.

Finished

Congratulations, you're done.