

Approving the Outside Interests Disclosure Form – With Conflicts

Executive Form

IRIS Mobile through the Web

The Outside Interests Disclosure Form is for the University of Tennessee faculty and staff to disclose outside interests as required by the University's Conflict of Interests Policy which can be found here:

<https://iris.tennessee.edu/wp-content/uploads/sites/13/2018/05/PolicyFI0125.pdf>.

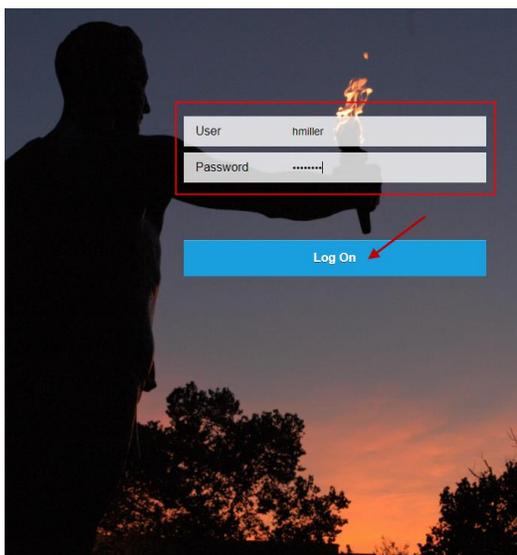
The OID Executive form is for employees including CBOs, Chancellors, the President, and other executive employees to identify any potential conflicts of interests.

The OID form is available through the *IRIS Web Portal* and routes to the IRIS Inbox of the employee's supervisor for approval. The supervisor receives a system generated email notification that an OID work item is pending their review. In this example, once an executive form with a conflict of interests is approved by the supervisor, the form continues in IRIS workflow for further review. Approval paths for the OID form can be found here:

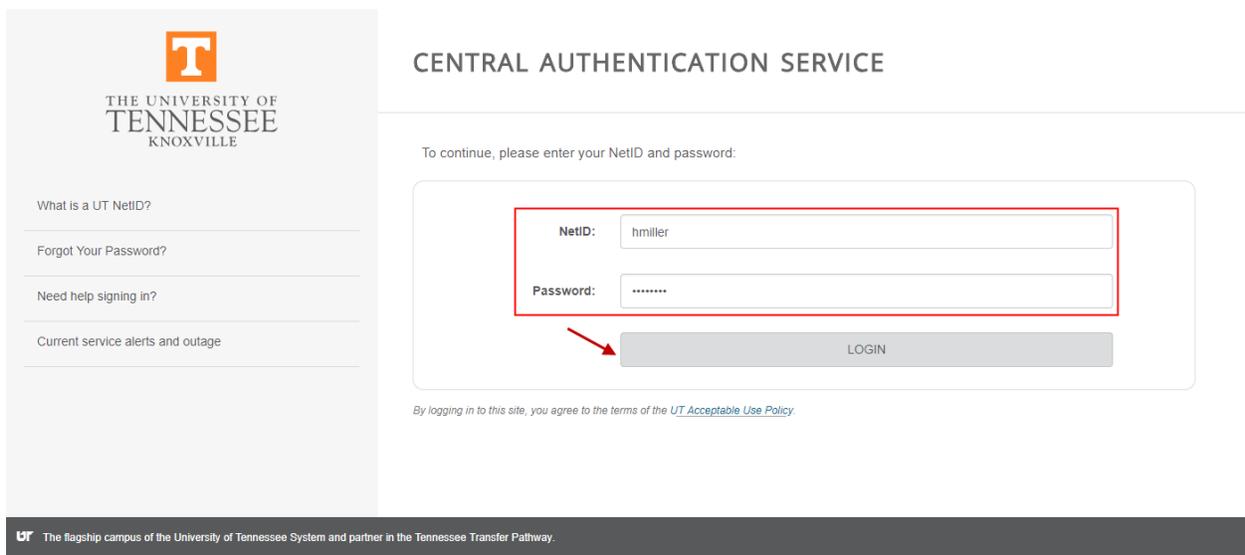
<https://iris.tennessee.edu/approving-outside-interest-disclosure>.

The IRIS Inbox is available through the *IRIS Web Portal* or through the direct links below.

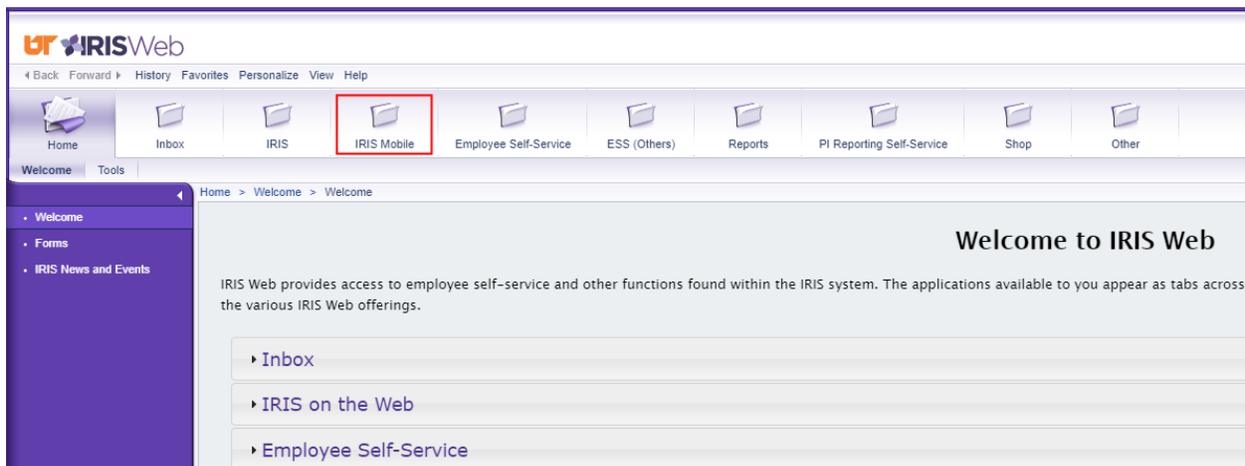
1. Access *IRIS Mobile* through the *IRIS Web Portal* here: <https://irisweb.tennessee.edu> and click the *IRIS Mobile* tab. This method is demonstrated in this help document.
2. Alternatively, the IRIS Inbox can be accessed in a browser by visiting the *IRIS Mobile* site directly here: <https://irismobile.tennessee.edu/fiori>. The logon screen is shown below and requires the same NetID and password used for logging into IRIS.



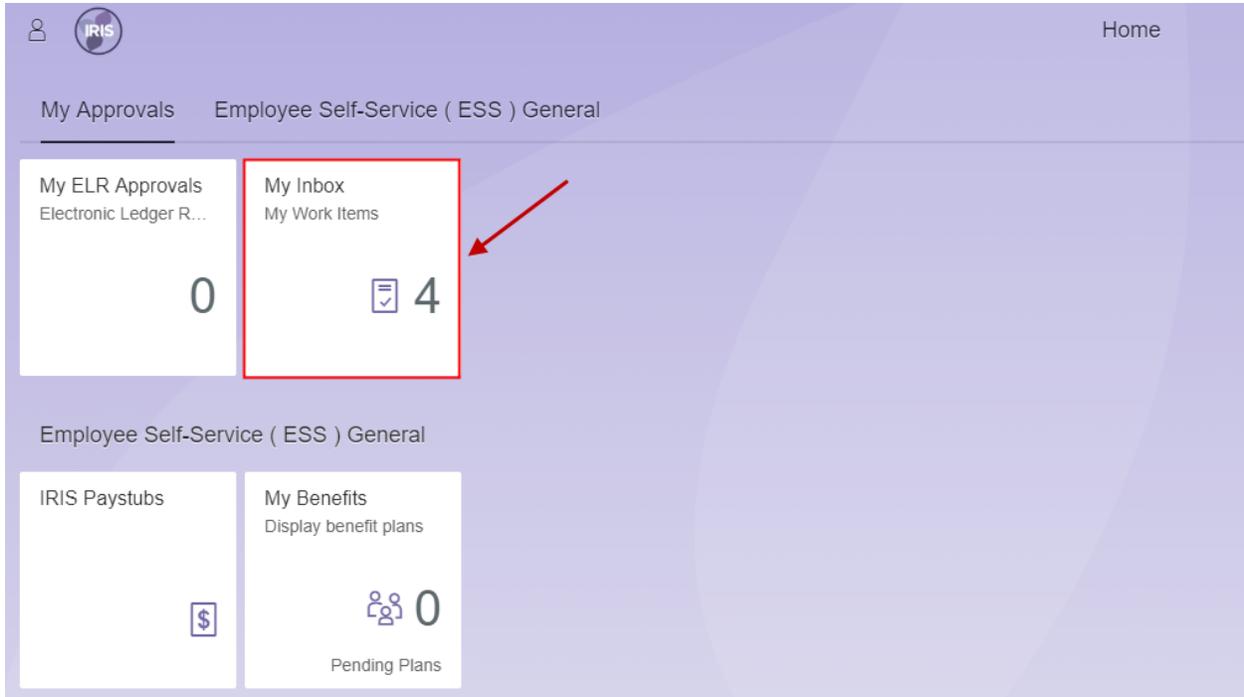
- Note that the IRIS Inbox can be accessed directly here:
<https://irismobile.tennessee.edu/fiori#zOIDemp-display>
- This document demonstrates the approval process for the supervisor approving an OID form **with** conflict of interests disclosed by an executive employee.
- In this example, the IRIS Inbox is accessed by option #1 above, *IRIS Mobile* through the *IRIS Web Portal*. Authenticate with your NetID and password. If you need assistance with your NetID, click one of the links to the left.
- **NOTE:** Make sure your browser settings are set to allow pop-ups from this address.



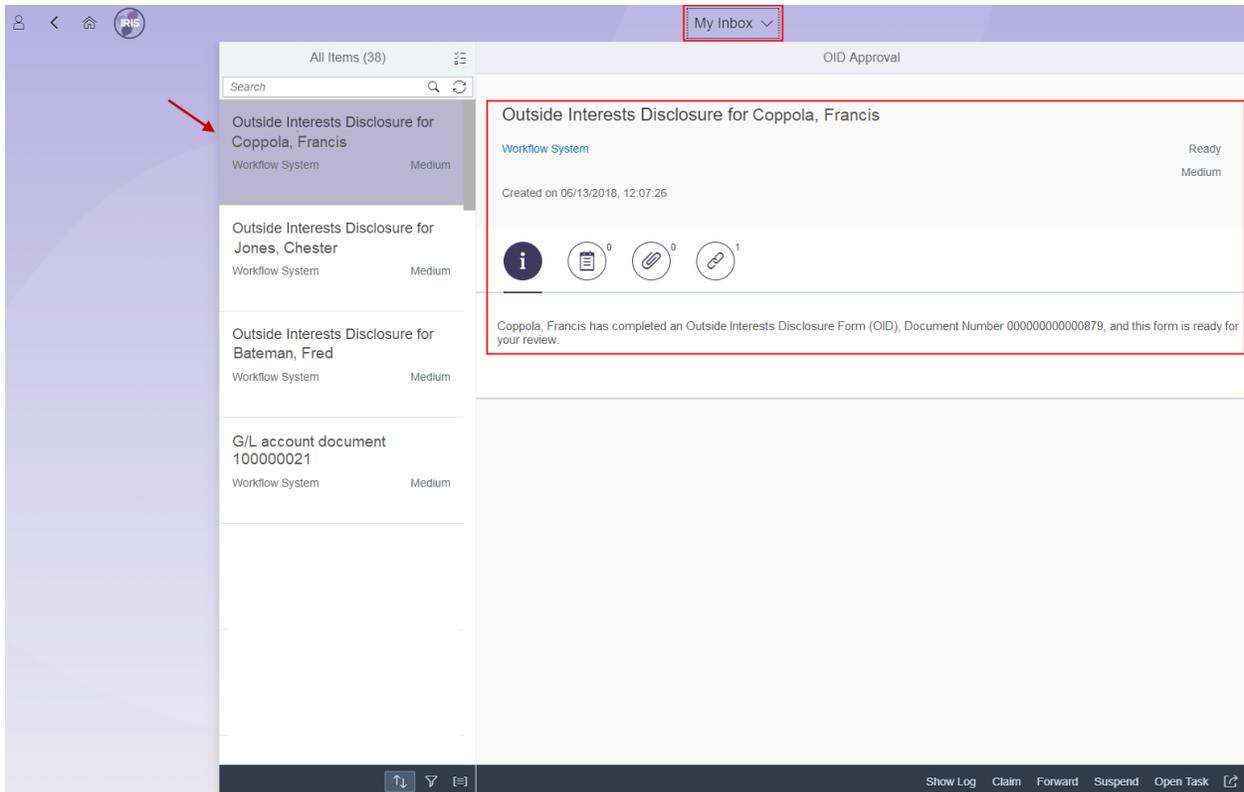
- After authenticating, click on the **IRIS Mobile** tab.



- The *IRIS Mobile Home* screen is displayed with white squares of information called **Tiles**. Select the **My Inbox** tile to display current work items pending approval. If you are an IRIS approver, all of your IRIS work items are displayed in this Inbox.



- On the *My Inbox* screen, click **Outside Interests Disclosure for (employee name)** to highlight the work item. Details are displayed on the right side of the screen.



- Select **Open Task** at the bottom of the screen to execute the work item.

All Items (4) OID Approval

Search

Outside Interests Disclosure for Coppola, Francis
Workflow System Medium

Outside Interests Disclosure for Jones, Chester
Workflow System Medium

Outside Interests Disclosure for Bateman, Fred
Workflow System Medium

G/L account document 100000021
Workflow System Medium

Outside Interests Disclosure for Coppola, Francis
Workflow System Ready Medium

Created on 06/13/2018, 12:07:26

i *📅*⁰ *📎*⁰ *🔗*¹

Coppola, Francis has completed an Outside Interests Disclosure Form (OID), Document Number 000000000000879, and this form is ready for your review.

Show Log Claim Forward Suspend **Open Task** [↗](#)

- The *OID Forms (Approver)* screen is displayed. The header contains information about the employee who submitted the form. A message is displayed in red, confirming that a potential conflict has been identified for this employee.

PDF Approval Path ? Help

Outside Interests Disclosure 2018

Created By: Coppola, Francis Position: Director Create Date: 06/13/2018
 Personnel No: 00810010 Document ID: 879 Status: Submitted
 Email: FCOPPOLA@TENNESSEE.EDU

! Potential conflict has been identified

Chancellor

For more information, please click the Approval Path button to review the employee's Outside Interests Disclosure Form.

Did the employee answer **Yes** to any of the questions?
 Yes No

In your opinion, does the information disclosed represent a potential conflict of interests with the employee's University responsibilities or activities with sponsoring organizations?
 Yes No Unsure

If **Yes** or **Unsure**, describe the conflict or potential conflict and your recommendation for resolving or monitoring it (or attach a separate document).

Cancel Save Approve Return

- The form can be reviewed by selecting **Approval Path** and then **Executive**.

PDF Approval Path ? Help

Outside Interests Disclosure 2018

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 Email: FCOPPOLA@TENNESSEE.EDU

! Potential conflict has been identified

Chancellor

For more information, please click the Approval Path button to review the employee's Outside Interests Disclosure Form.

Did the employee answer **Yes** to any of the questions?
 Yes No

Approval Path dropdown menu:
 Executive >
 Chancellor >
 Close

- Scroll down to see all information. The employee’s answers are greyed out and cannot be changed. In this example, the employee has answered “Yes” to Question #1 and has filled out all required fields. Display **Comments** and **Attachments** by clicking the icon and then selecting the item to be viewed.

0. you expect to acquire during the next twelve months

Please answer the questions below, and click **Submit** to automatically route this form to the next stage.
The form will be reviewed and transmitted to the appropriate office according to campus/institute procedures.
If you have any questions, please consult the General Counsel's office.

Your Interests

1. Do you hold an office, directorship, or employment in an outside organization?
 Yes No

Name of organization(s):

Position(s) held:

Business of the organization(s):

Amount of compensation (\$):

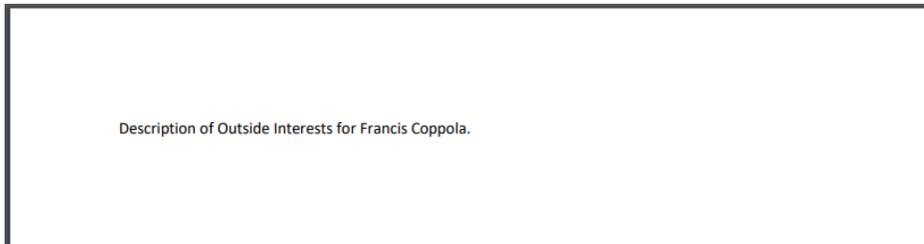
2. Do you receive consulting income or honorariums totaling \$10,000 or more from a single source?
 Yes No

3. Do you hold any intellectual property rights (patents, trademarks, or copyrights): (a) from which you receive income by license, sale, or allowing others to use the intellectual property; (b) which you use in a business or outside venture; or (c) which you allow others to use in an organization or business entity other than the University of Tennessee? (This question does not require the reporting of scholarly articles, letters to the editor, or other non-commercial use of intellectual property created or owned by employees.)
 Yes No

4. Do you hold more than a 5 percent financial interest in any outside venture (including publicly held corporations)?

Cancel

- The PDF that the employee attached to this OID form is displayed.



- Once the form has been reviewed, select **Cancel** at the bottom of the screen to return to the *OID Form (Approver)* screen.

0 Comments 1 Attachments

New

Francis Coppola - Outside Interests...
00001

... you expect to acquire during the next twelve months

Please answer the questions below, and click **Submit** to automatically route this form to the next stage.
The form will be reviewed and transmitted to the appropriate office according to campus/institute procedures.
If you have any questions, please consult the General Counsel's office.

Your Interests

1. Do you hold an office, directorship, or employment in an outside organization?
 Yes No

Name of organization(s):

Position(s) held:

Business of the organization(s):

Amount of compensation (\$):

2. Do you receive consulting income or honorariums totaling \$10,000 or more from a single source?
 Yes No

3. Do you hold any intellectual property rights (patents, trademarks, or copyrights): (a) from which you receive income by license, sale, or allowing others to use the intellectual property; (b) which you use in a business or outside venture; or (c) which you allow others to use in an organization or business entity other than the University of Tennessee? (This question does not require the reporting of scholarly articles, letters to the editor, or other non-commercial use of intellectual property created or owned by employees.)
 Yes No

4. Do you hold more than a 5 percent financial interest in any outside venture (including publicly held corporations)?

Cancel

- The entire form can also be displayed by selecting **PDF**, and then **View PDF** at the top of the screen.

PDF Approval Path Help

0 Comments 1 Attachments

No Comments

Create a new comment

Outside Interests Disclosure 2018

Created by: Coppola, Francis Position: Director Create Date: 06/13/2018
 Personnel No: 00810010 Document ID: 879 Status: Submitted
 Email: FCOPPOLA@TENNESSEE.EDU

Potential conflict has been identified

Chancellor

For more information, please click the Approval Path button to review the employee's Outside Interests Disclosure Form.

Did the employee answer **Yes** to any of the questions?
 Yes No

Document ID: 879

Stage: Chancellor

Workflow ID: 218224

Personnel No. Full Name Email
 Title Campus/Institute
 Cost Center Cost Center Name

Your Interests

1. Do you hold an office, directorship, or employment in an outside organization?

Yes

Name of organization(s)

ABC Company

Position(s) held

Director

Business of the organization(s)

Technology Solutions

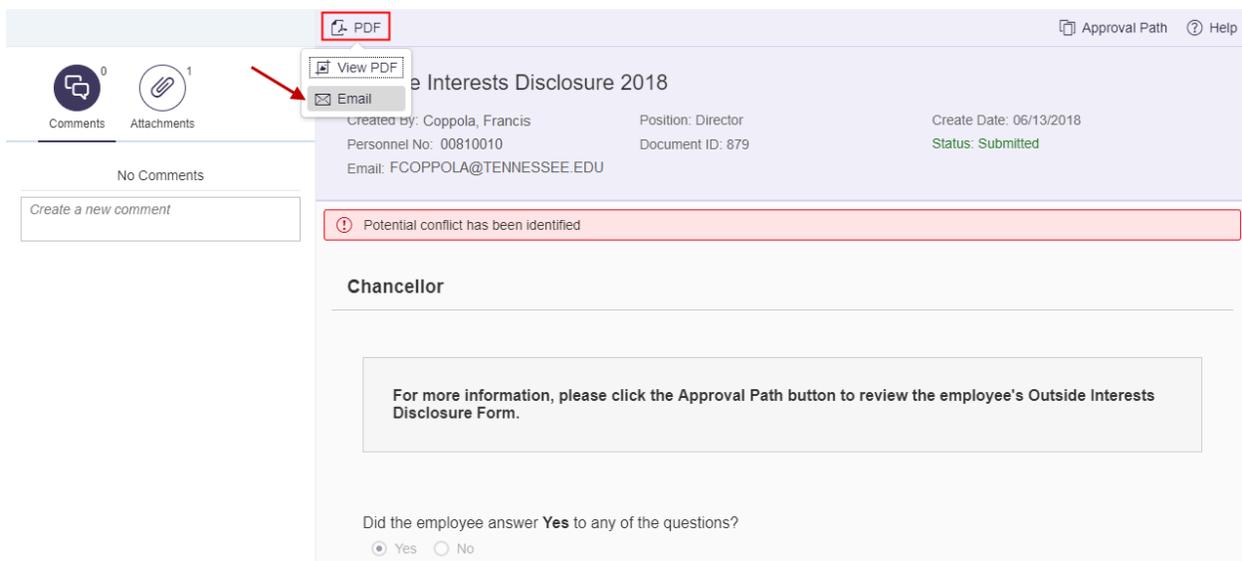
Amount of compensation

\$999.00

2. Do you receive consulting income or honorariums totaling \$10,000 or more from a single source?

No

- The OID form can be emailed by selecting **PDF**, and then **Email**.



PDF

Approval Path Help

0 Comments 1 Attachments

View PDF
Email

Outside Interests Disclosure 2018

Created by: Coppola, Francis Position: Director Create Date: 06/13/2018
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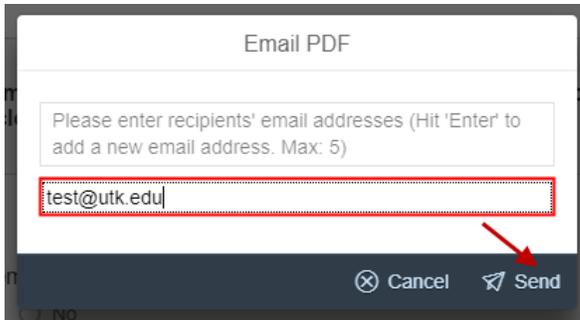
Potential conflict has been identified

Chancellor

For more information, please click the Approval Path button to review the employee's Outside Interests Disclosure Form.

Did the employee answer Yes to any of the questions?
 Yes No

- Enter the email address on the **Email PDF** pop-up window and select **Send**.



- Select the **Help** button to display the **Outside Interests Disclosure Help** website, which can also be accessed directly at <https://iris.tennessee.edu/OID-Help/>.

Outside Interest Disclosure

The Outside Interest Disclosure (OID) form is the means by which employees disclose certain interests and activities to the University. If you are a regular faculty or staff employee, the University of Tennessee requires you to submit an OID form annually, or whenever your reporting status changes. Please see the details below for more information.

Employees

Click [HERE](#) for everything you need to know about submitting your Outside Interest Disclosure form.

Approvers

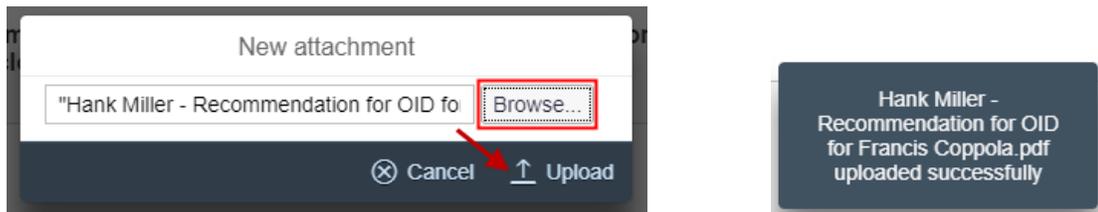
Click [HERE](#) for everything you need to know about reviewing and approving Outside Interest Disclosure forms that have been submitted for your review.

Policy

All qualifying employees are required to disclose conflicts of interest annually, or when their reporting status changes. Click [HERE](#) to review the full policy.

- Once the form has been reviewed, answer the required questions on the *OID Forms (Approver)* screen. In this example, the employee does have outside interests to disclose. The options on this screen are as follows:
 - Question 1 defaults to **Yes** due to the identified potential conflicts for this employee.
 - Question 2 is regarding your opinion of the disclosed potential conflict of interests and must be answered to proceed.
 - If answered **Yes** or **Unsure**: Once approved, the OID form is routed to the Committee Review level for further review, or wherever is appropriate as determined by the workflow for the employee’s position.
 - If answered **No**: Once approved, the OID form is complete and does not require any further review.
 - A description of the potential conflict and your recommendation for resolving or monitoring can be entered in the provided text field. Additionally, approver comments can be added by selecting the **Comments** icon on the left side of the screen. A separate document can be attached by selecting the **Attachment** icon and then **New** as shown in the example below.

- Choose **Browse** to select the file to be attached and then click **Upload** to attach the document to this OID form. A confirmation message will be displayed.



- Once the form has been reviewed, all questions have been answered, and all comments/attachments have been made, the following actions are available:
 - **Approve:** Approve this OID form. In this example, the employee has conflicts of interest to disclose. Once approved, the form routes to the Committee Review level for further review, or wherever is appropriate as determined by the workflow for the employee's position. If the information disclosed does not, in

your opinion, represent a conflict of interests the form does not route for further review after your approval.

- **Save:** Save this information and return later for processing.
- **Return:** Return this form to the employee for revision.
- Select **Approve** to approve this form with conflicts of interest. The OID form will route to the Committee Review for further review. Additional workflow information can be found here: <https://iris.tennessee.edu/approving-outside-interest-disclosure/>.

PDF Approval Path Help

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Personnel No: 00810010 Document ID: 879 Status: Submitted
Email: FCOPPOLA@TENNESSEE.EDU

0 Comments 2 Attachments

New

Francis Coppola - Outside Interests... 00001

Hank Miller - Recommendation fo... 00002

Potential conflict has been identified

Chancellor

For more information, please click the Approval Path button to review the employee's Outside Interests Disclosure Form.

Did the employee answer **Yes** to any of the questions?
 Yes No

In your opinion, does the information disclosed represent a potential conflict of interests with the employee's University responsibilities or activities with sponsoring organizations?
 Yes No Unsure

If **Yes** or **Unsure**, describe the conflict or potential conflict and your recommendation for resolving or monitoring it (or attach a separate document).

This is a test.

Cancel Save Approve Return

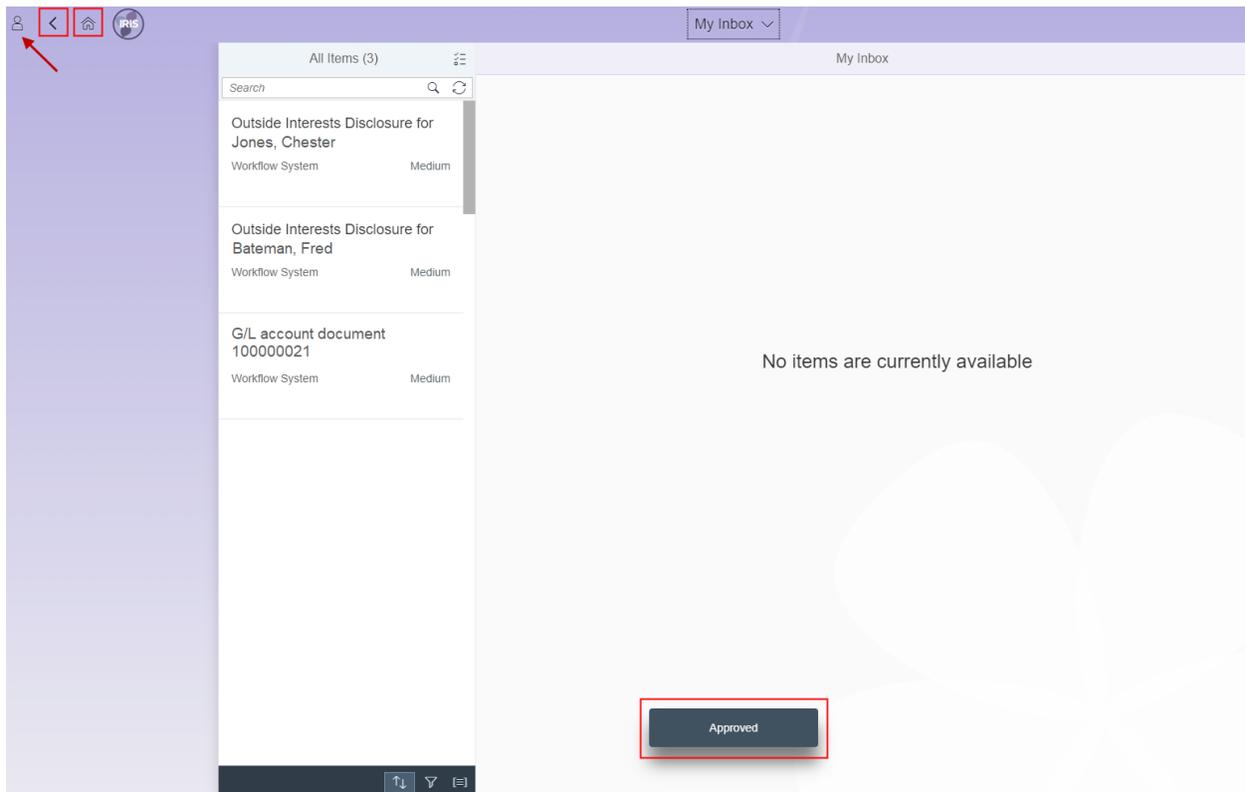
- A confirmation message will appear. Select **OK** to confirm, or select **Cancel** to exit the approval process.

Confirmation

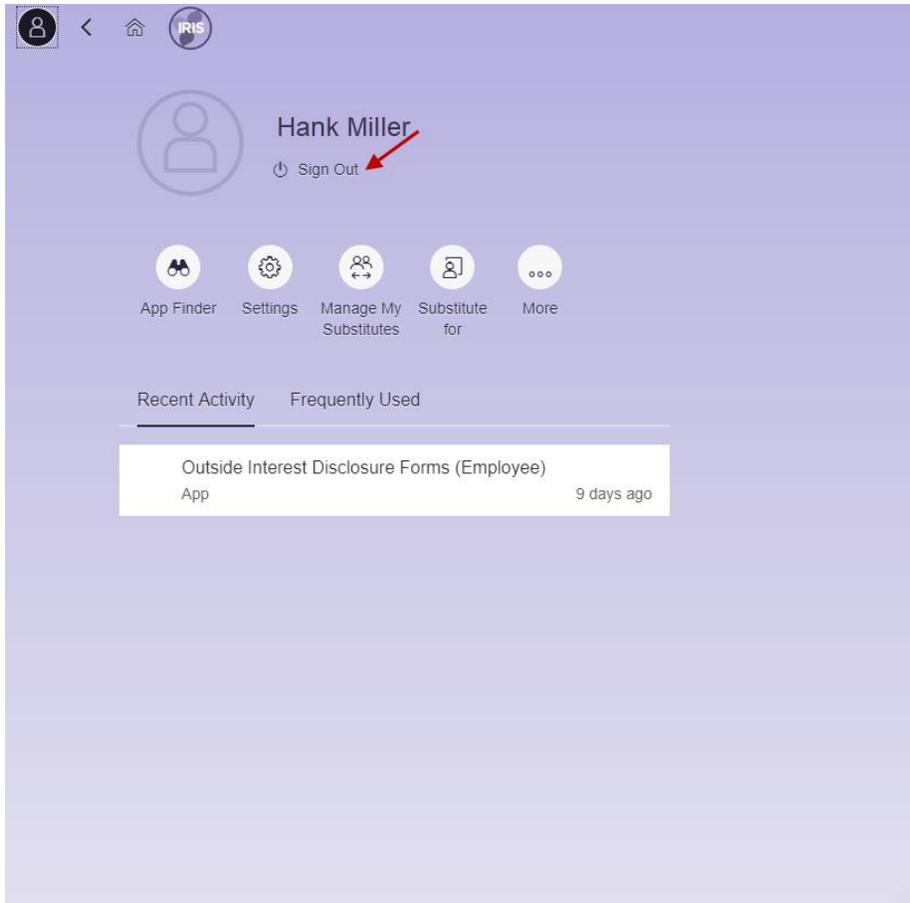
Are you sure you want to approve the form?

OK Cancel

- An “Approved” message will be displayed and the work item will be removed from the Inbox, routing to the next step in the approval process. Select the **Back Arrow** button or the **Home** button to return to the *Home* screen. Or, select the **Person** icon to log out of the IRIS Mobile system.



- Select **Sign Out** on the profile screen.



- Select **OK** to sign out of the system.

