

Approving the Outside Interests Disclosure Form – Without Conflicts

Supervisor Level

IRIS Mobile through the Web

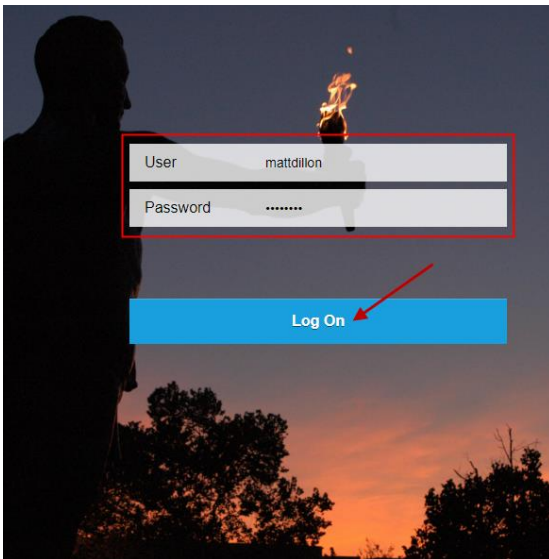
The Outside Interests Disclosure Form is for the University of Tennessee faculty and staff to disclose outside interests as required by the University's Conflict of Interests Policy which can be found here:

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

The OID form 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.

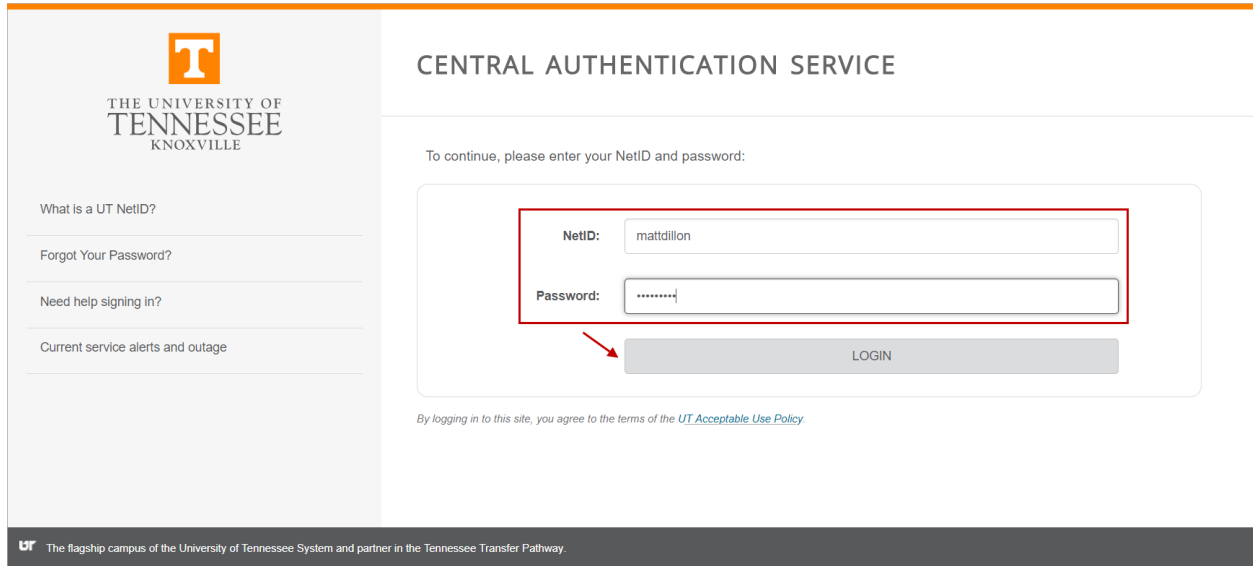
The IRIS Inbox is available through the *IRIS Web Portal* or through the direct links below.

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.

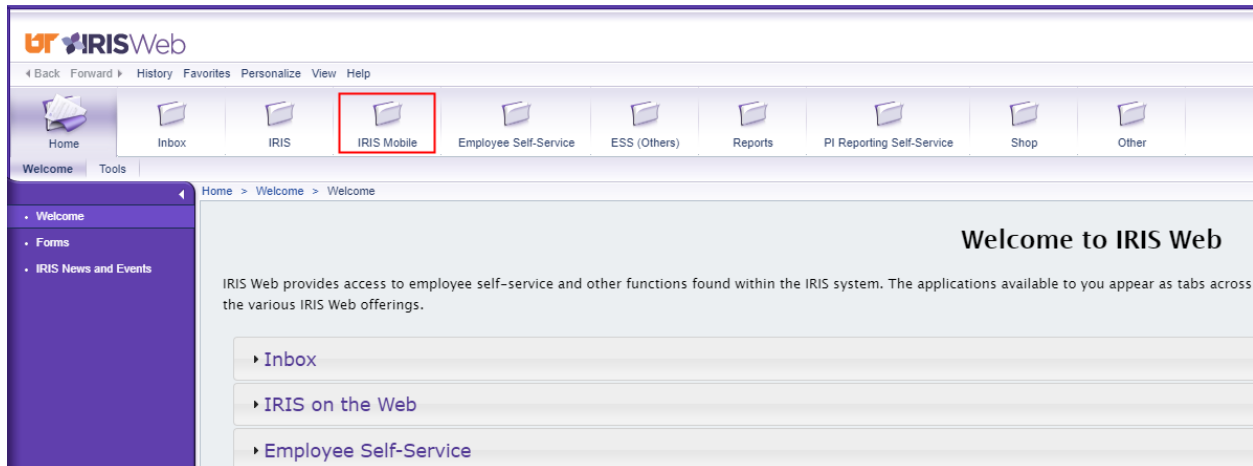


- Note that the IRIS Inbox can be accessed directly here: <https://irismobile.tennessee.edu/fiori#zOIDemp-display>
- This document demonstrates the approval process for the supervisor approving an OID form with **no** conflict of interests disclosed by the employee.

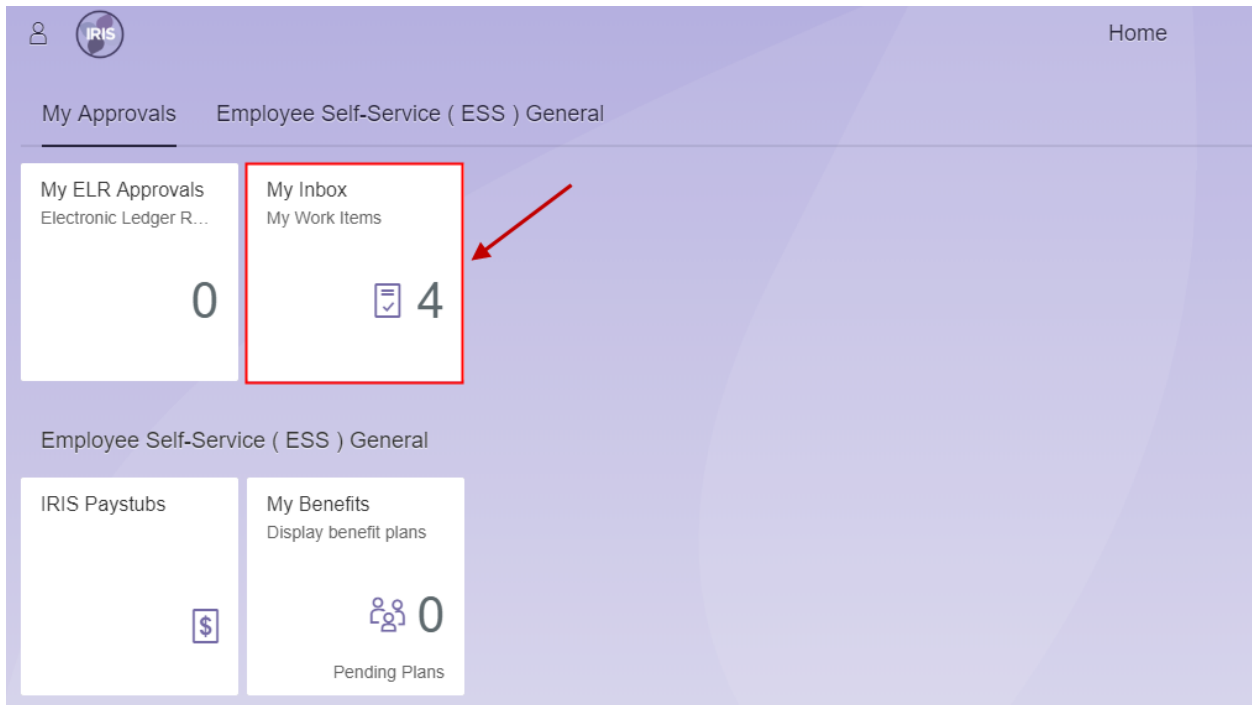
- In this example, the IRIS Inbox is accessed by option #1 above, *IRIS Mobile* through the *IRIS Web Portal*. Authenticate with your NetID and password. If you need assistance with your NetID, click one of the links to the left.
- **NOTE:** Make sure your browser settings are set to allow pop-ups from this address.



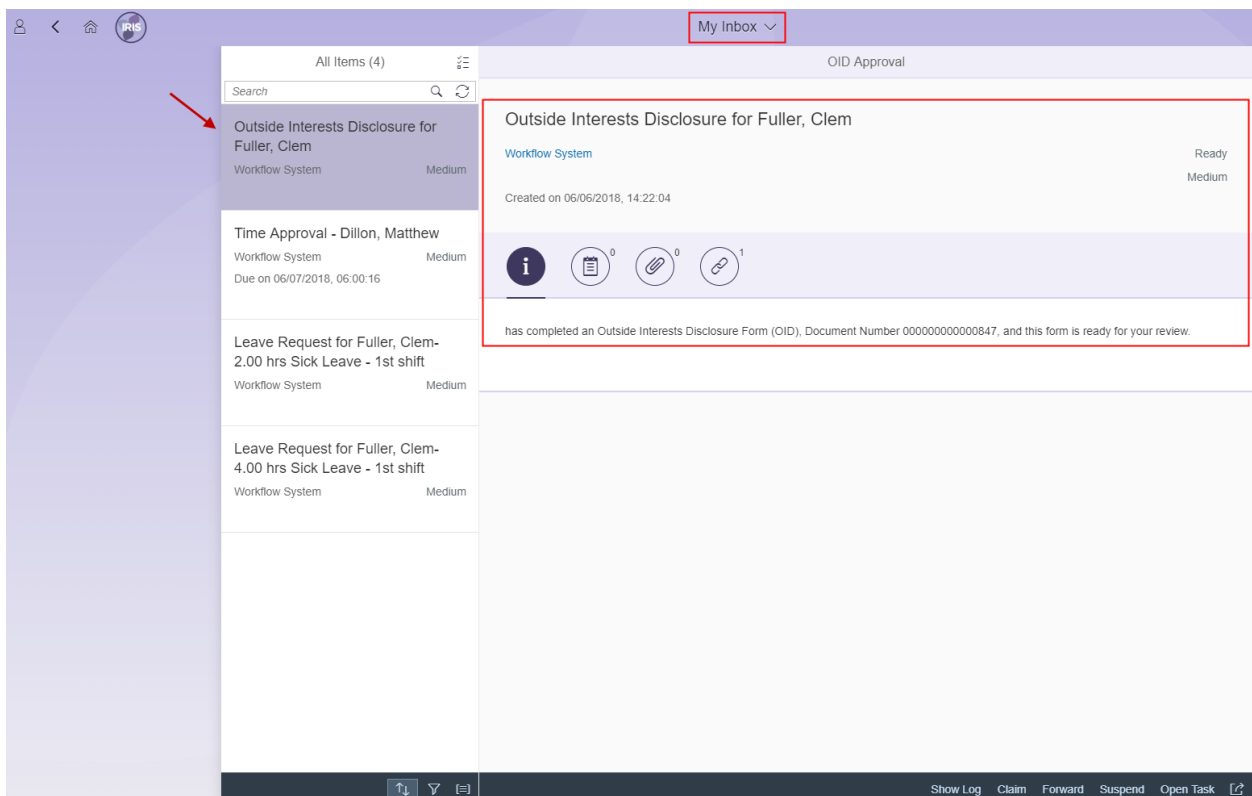
- After authenticating, click on the **IRIS Mobile** tab.



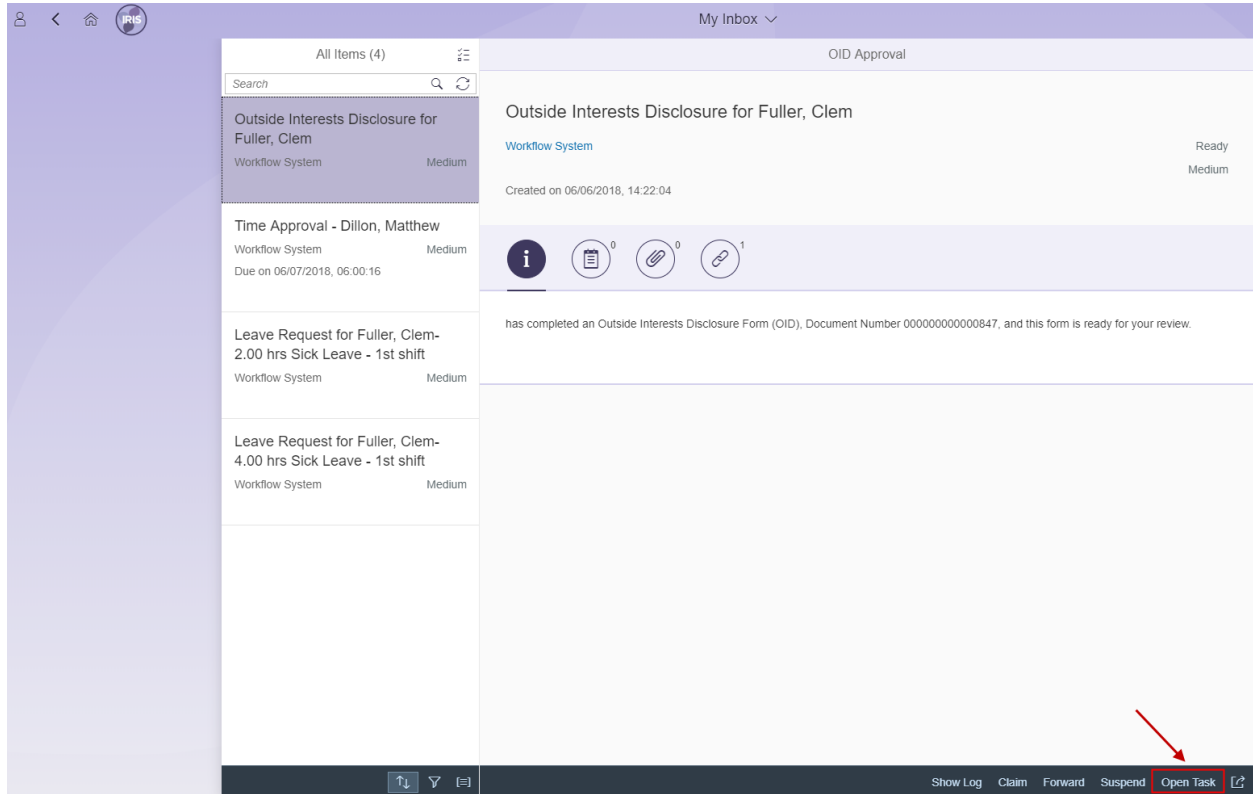
- The *IRIS Mobile Home* screen is displayed with white squares of information called **Tiles**. Select the **My Inbox** tile to display current work items pending approval. If you are an IRIS approver, all of your IRIS work items are displayed in this Inbox.



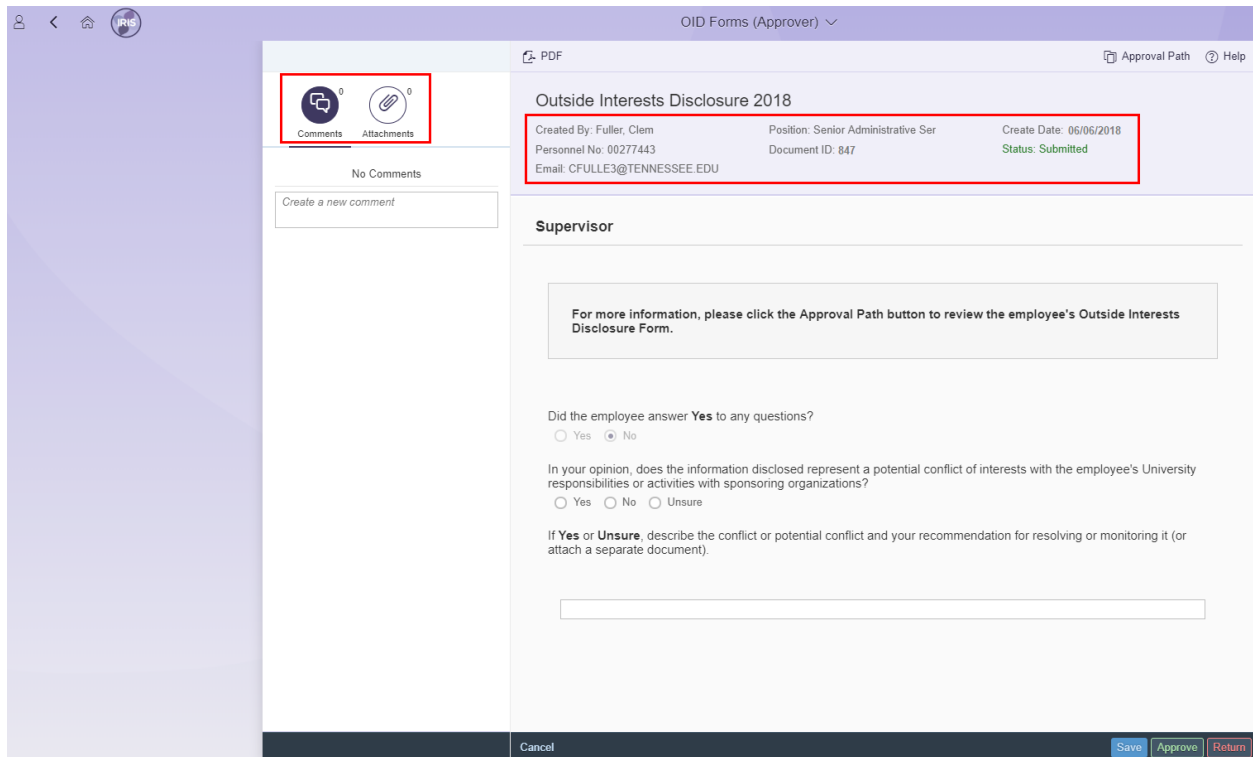
- On the *My Inbox* screen, click **Outside Interests Disclosure for (employee name)** to highlight the work item. Details are displayed on the right side of the screen.



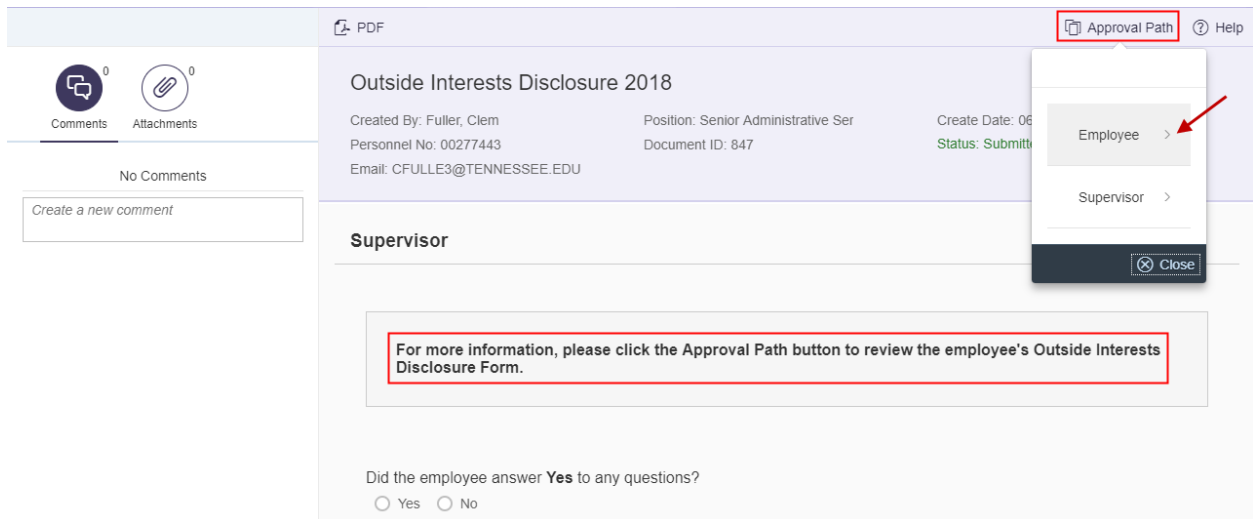
- Select **Open Task** at the bottom of the screen to execute the work item.



- The *OID Forms (Approver)* screen is displayed. The header contains information about the employee who submitted the form. If comments and/or attachments exist, these can be viewed by selecting **Comments** or **Attachments** on the left side of the screen.



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



- Scroll down to see all information. The employee's answers are greyed out and cannot be changed. In this example, the employee has answered "No" to all questions. Once the form has been reviewed, select **Cancel** at the bottom of the screen to return to the *OID Form (Approver)* screen.

3. you expect to acquire during the next twelve months
4. the conflict reported last year no longer exists

Please answer the questions below, then click **Submit** to automatically route this form to your supervisor for completion of the review and transmittal to the appropriate office according to campus/institute procedures.

If you have any questions, please consult your campus/institute Chief Business Officer, Human Resources Officer, or the General Counsel's office.

Your Interests

1. Are you an officer, director, board member, trustee, owner, or employee of any organization or business entity (for-profit or non-profit) other than the University?
 Yes No
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 an organization or business entity other than the University; or (c) which you allow others to use in an organization or business entity other than the University? (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 organization or business entity other than the University (including publicly held corporations)?
 Yes No
5. Have University employees or students performed any personal services for you, your spouse, or children?
 Yes No
6. Does any organization or business entity listed in your response to any previous question compete, contract, or conduct business directly or indirectly with the University?
 Yes No
7. Are your responsibilities for any of the organizations or business entities listed in your response to any previous question similar to or potentially affected by your University responsibilities?

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 0 Attachments

No Comments

Create a new comment

Supervisor

Created by: Fuller, Clem Position: Senior Administrative Ser Create Date: 06/07/2018
 Personnel No: 00277443 Document ID: 857 Status: Submitted
 Email: CFULLE3@TENNESSEE.EDU

Supervisor

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 questions?

Document ID: 206

Stage: Supervisor

Workflow ID: 146145487

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

Your Interests

1. Are you an officer, director, board member, trustee, owner, or employee of any organization or business entity (for-profit or non-profit) other than the University?

No

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

View PDF

Email

Comments 0 Attachments 0

No Comments

Create a new comment

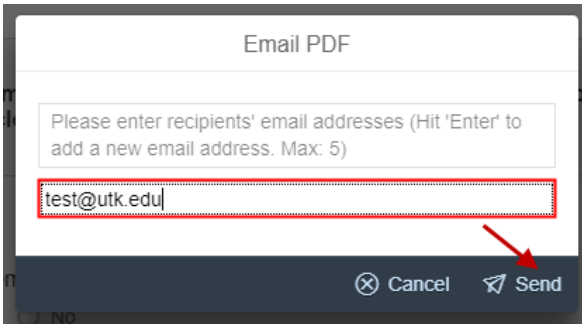
Created by: Fuller, Clem Position: Senior Administrative Ser Create Date: 06/07/2018
Personnel No: 00277443 Document ID: 857 Status: Submitted
Email: CFULLE3@TENNESSEE.EDU

Supervisor

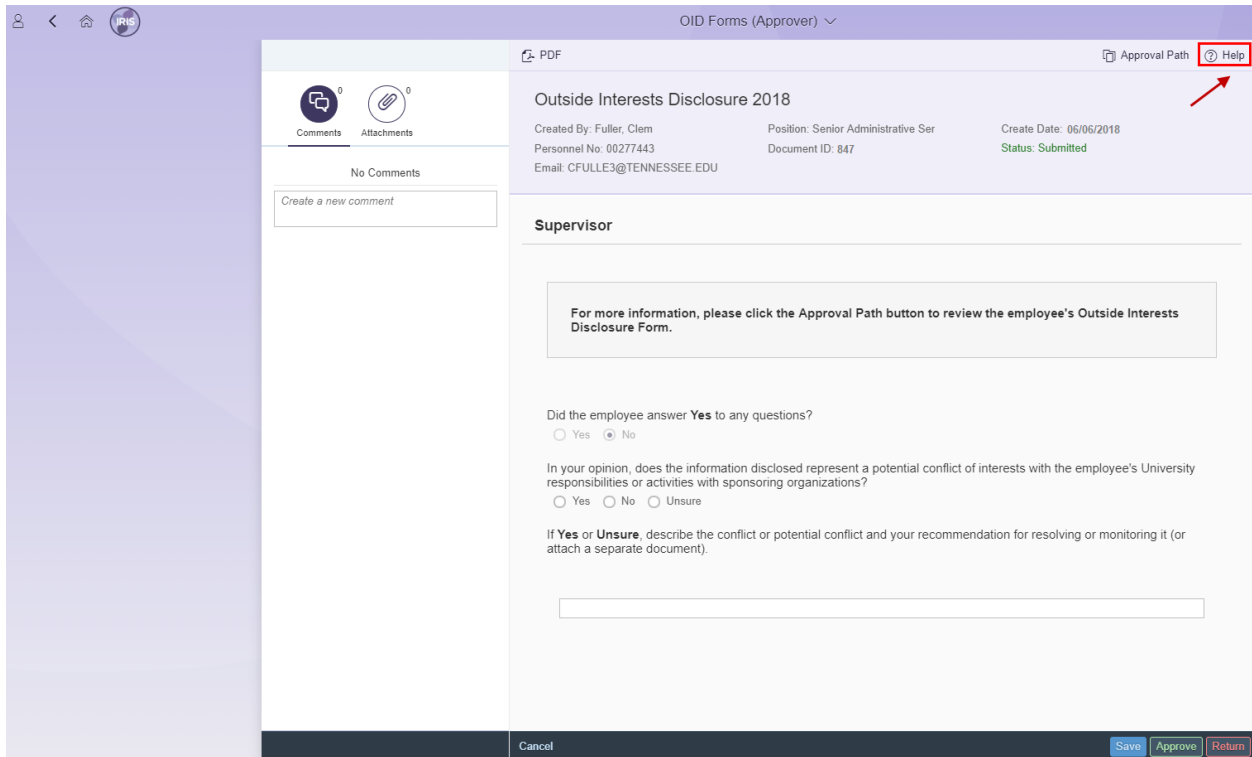
For more information, please click the Approval Path button to review the employee's Outside Interests Disclosure Form.

Did the employee answer **Yes** to any questions?

- 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 questions on the *OID Forms (Approver)* screen. In this example, the employee does not have any outside interests to disclose and has **not** answered “Yes” to any questions. The options on this screen are as follows:
 - Question 1 defaults to **No** due to no potential conflicts identified for this employee.
 - Question 2 must be answered, and for this example **No** is selected as confirmation that the employee has not disclosed any information representing a potential conflict of interest.
 - Once both of these questions have been answered, the following actions are available:
 - **Approve:** Approve this OID form. In this example, the employee has submitted **no** conflicts of interests and the form does not require any further approval after the supervisor’s 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 no conflicts of interests to report.

PDF

Approval Path Help

Outside Interests Disclosure 2018

Created By: Fuller, Clem Position: Senior Administrative Ser Create Date: 06/06/2018
 Personnel No: 00277443 Document ID: 847 Status: Submitted
 Email: CFULLE3@TENNESSEE.EDU

Comments 0 Attachments 0

No Comments

Create a new comment

Supervisor

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 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

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

For more information, please click the Approval Path button to review Disclosure Form.

Confirmation

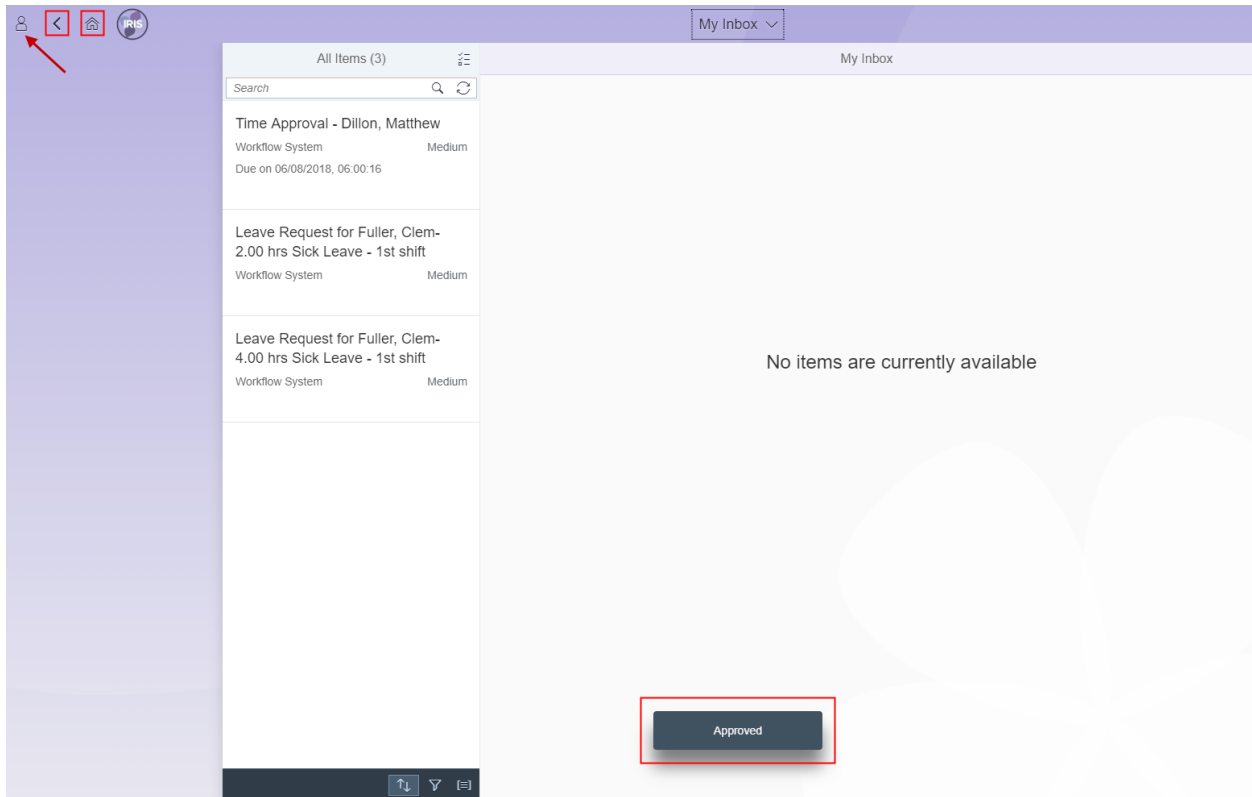
Are you sure you want to approve the form?

OK Cancel

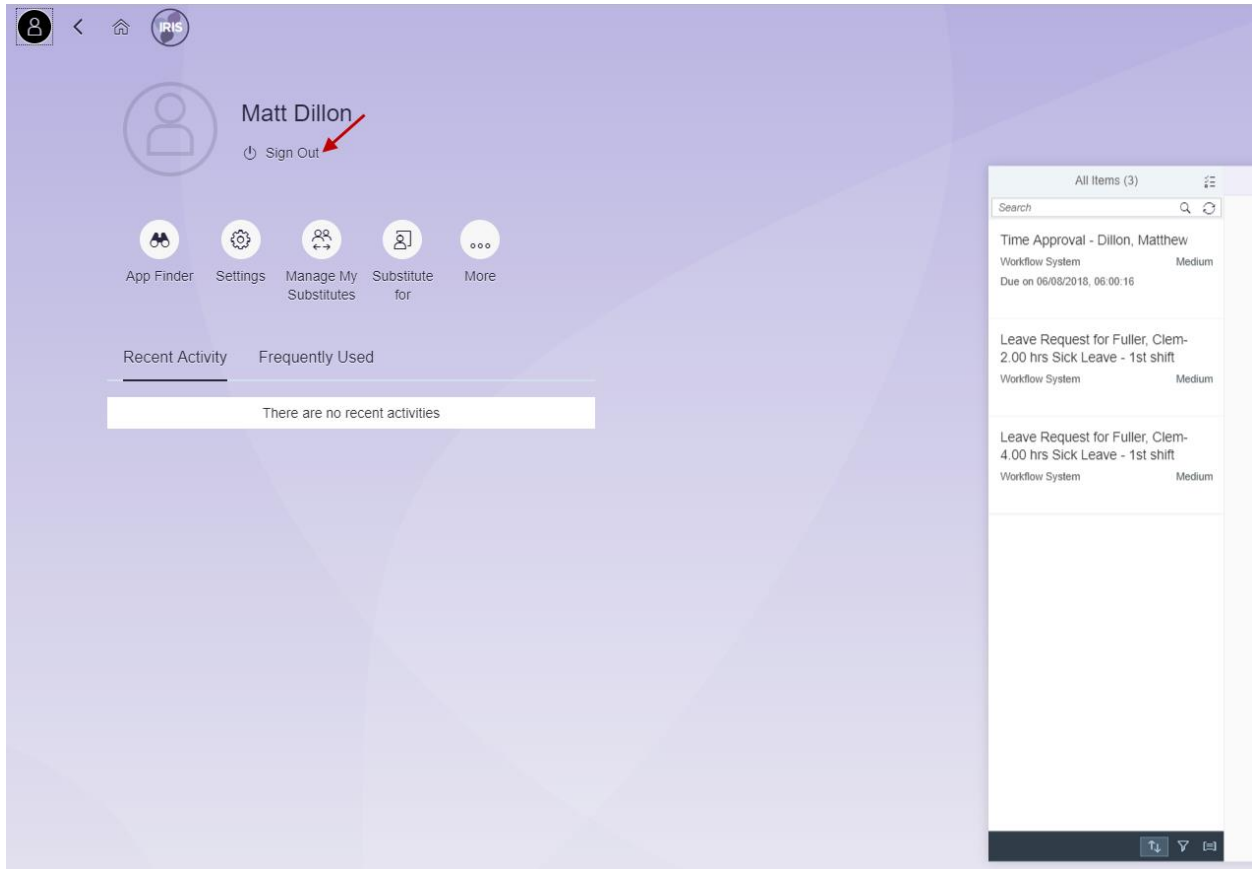
Did the employee answer Yes to any questions?
 Yes

In your opinion, does the information disclosed represent a potential conflict of interests with the employee's University responsibilities or activities with sponsoring organizations?

- An “Approved” message will be displayed and the work item will be removed from the Inbox. The approval for the OID form is now complete. 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.

