

Outside Interests Disclosure Form for Staff

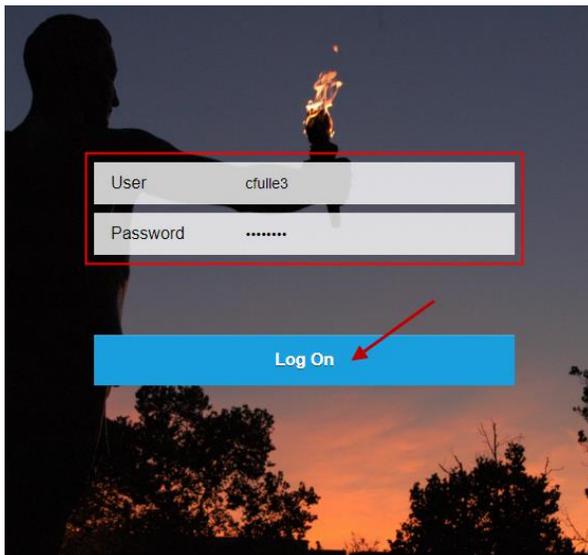
IRIS Mobile through the Web

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>.

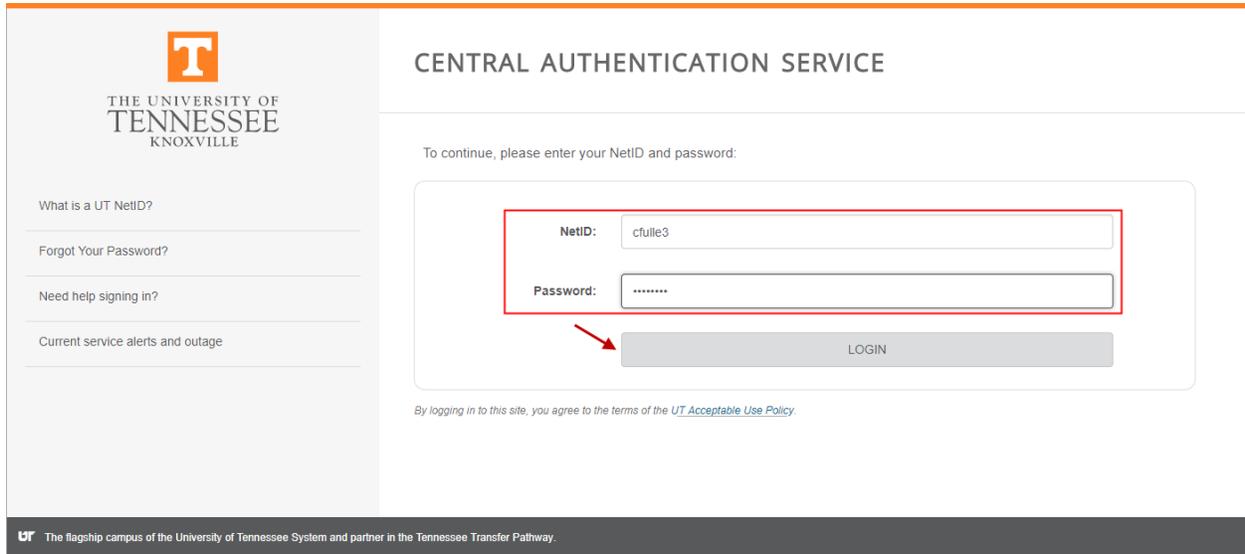
The OID form is available through the *IRIS Web Portal* or through the direct links below.

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 OID form 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.

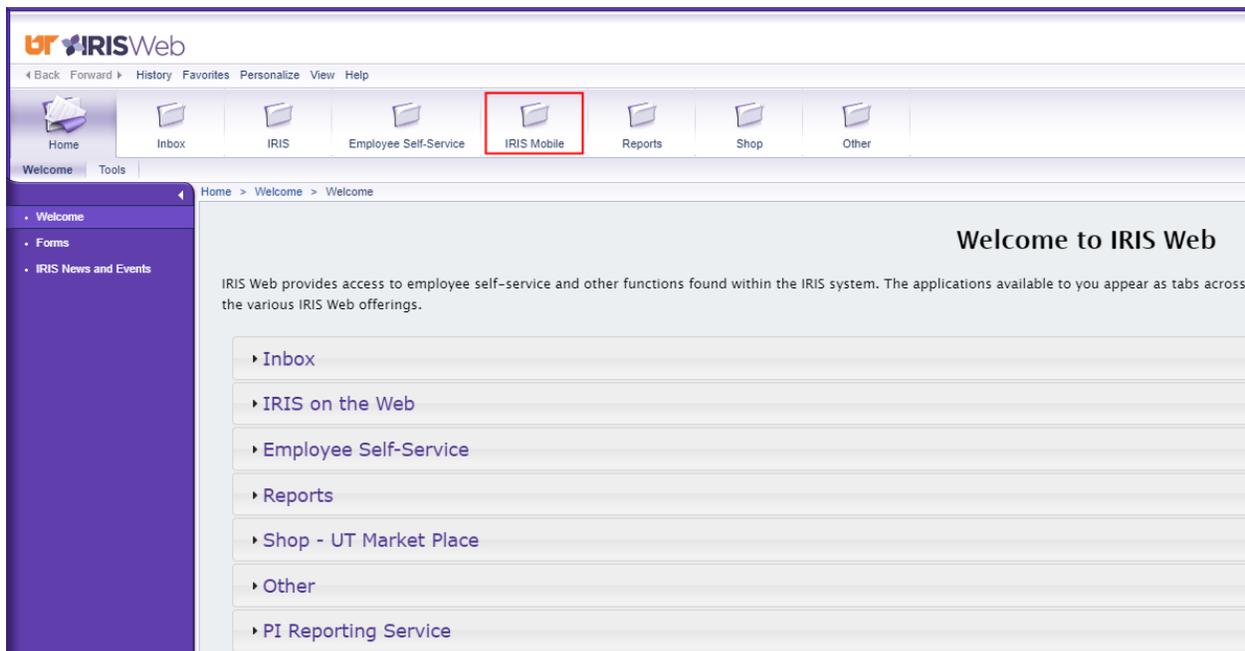


- Note that the Outside Interests Disclosure Form can also be accessed directly here: <https://irismobile.tennessee.edu/fiori#zOIDemp-display>.
- The IRIS Inbox can be accessed directly here: <https://irismobile.tennessee.edu/fiori#zOIDemp-display>.

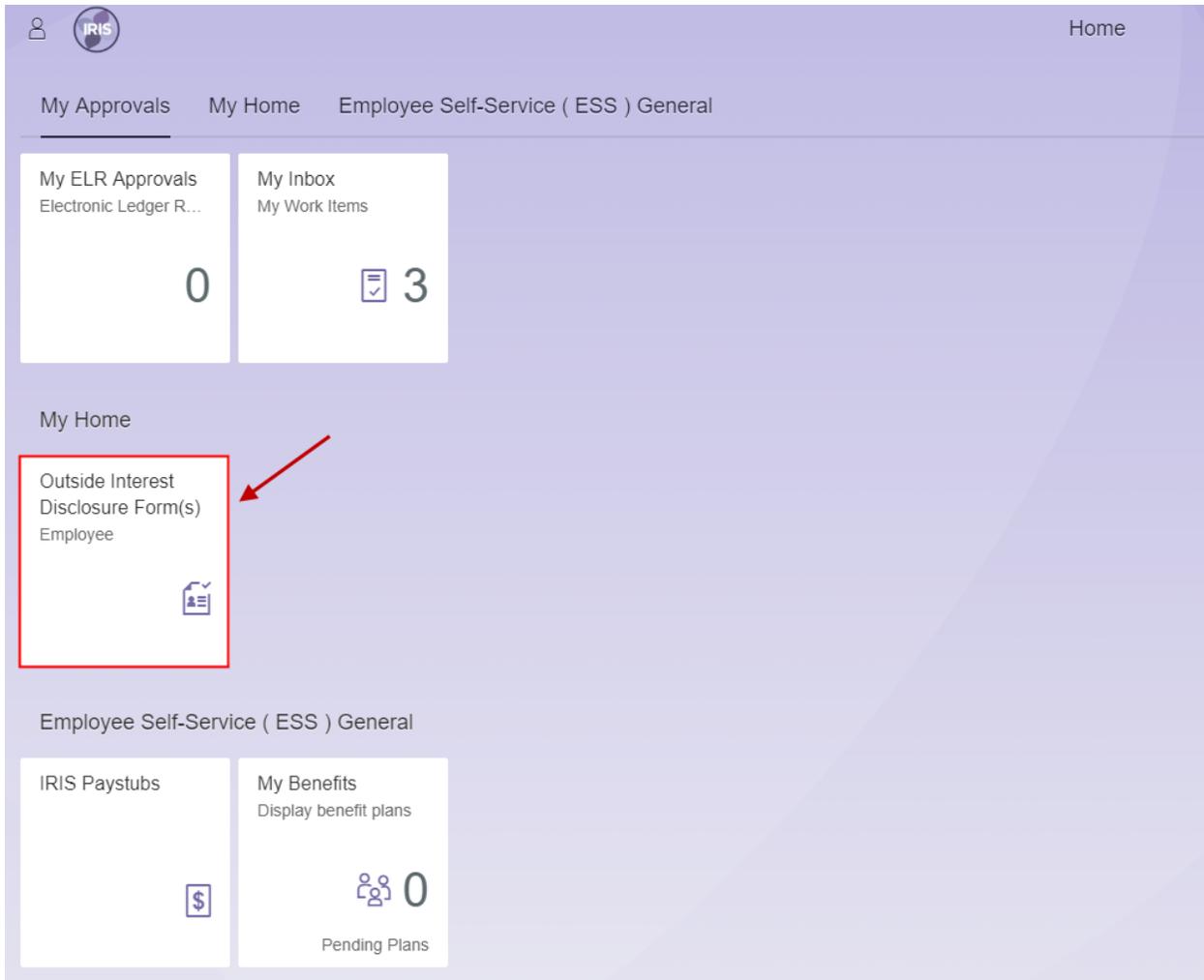
- In this example, the OID form is accessed by option #1 above, *IRIS Mobile* through the *IRIS Web Portal*. Authenticate with your NetID and password. If you need assistance with your NetID, click one of the links to the left.



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



- The *IRIS Mobile Home* screen is displayed with white squares of information called **Tiles** that are available for your use. Select the **Outside Interest Disclosure Form(s)** tile.



- The *Form List* is displayed with your employee information at the top of the screen. Choose the **New Form** button at the bottom of the screen to begin.

Employee Information

Employee Name: Fuller, Clem
Personnel No: 00277443
Email: CFULLE3@TENNESSEE.EDU

Position: Senior Administrative Ser
Cost Center: E179994

Cost Center Name: IRIS Training
Campus: University Administration

Form List

To create a new Outside Interest Disclosure Form click the New Form button.

 New Form

- The *Instructions* section includes guidelines for submitting the form. 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/>.

Employee Information

Employee Name: Fuller, Clem
Personnel No: 00277443
Email: CFULLE3@TENNESSEE.EDU

Position: Senior Administrative Ser
Cost Center: E179994
Cost Center Name: IRIS Training

Campus: University Administration
Status: New Form

Faculty and Staff

Instructions

This form is for the University of Tennessee faculty and staff to disclose outside interests as required by the University's [Conflict of Interests Policy \(Policy FI0125\)](#).

An interest **must be disclosed** if it:

1. exists at the time of this filing;
2. existed during the previous twelve months; or
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.

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.

- Answer each question by choosing the **Yes** or **No** radio button. All answers default to **No** for the entire form. For each question, if **No** is selected, no further explanation is needed.

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

- If **Yes** is selected for a question, a dropdown list of additional questions is displayed requesting details about the response.

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

Name(s) of organization(s) or business entity(ies):
ABC Company

Position(s) held:
Officer

Business of the organization(s) or business entity(ies):
Technology solutions

List the amount of compensation (\$):
999.00

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

Source(s):
XYZ Company

Business of the organization(s):
Digital operations

Total compensation from each source:
999.00

- Each field must be populated in order to submit the form. All dropdown questions that appear when answering **Yes** must be answered or the following error message appears when attempting to submit the form and the referenced question is highlighted.

Error, please check all highlighted fields before submission

- When all questions have been answered, read and complete the *Employee Acknowledgement* section at the end of the form.

14. Describe any actual or potential conflicts between the outside interests or activities disclosed on this form and your duties and responsibilities to the University or organizations that sponsor research or service performed by the University. Also, provide any other information about outside interests that the University should know.

Employee Acknowledgement

I understand that if I acquire an interest during the year that requires disclosure, I will take the initiative to disclose it.

I also understand that I must complete a new form annually as long as an interest I have previously disclosed exists.

I acknowledge that I have read and understand the University's Conflict of Interests Policy (**Policy FI0125**) and have made all necessary disclosures.

Check to agree to the above statement.

- The *Public Health Service* section is to be completed by PHS Investigators. The PHS funding questions will default to **No**. If **Yes** is selected additional questions relating to PHS funded research will be displayed.

Public Health Service (PHS)

Public Health Service (PHS) Investigators

Are you participating in any PHS-funded research?

Yes No

- Once the form is complete, choose **Submit** to submit the form into IRIS workflow for approval. Choose **Save** to save a draft of the form and return later for processing. If **Save** is chosen, the form will not be submitted into workflow until the form is accessed again and the **Submit** option is selected.

12. Do your parents, spouse, or children hold more than 5% financial interest in any organization or business entity other than the University (including publicly held corporations) that competes, contracts, or conducts business with the University or that would be affected by your University responsibilities?

Yes No

13. Have students or University employees performed any personal services for your spouse or children?

Yes No

14. Describe any actual or potential conflicts between the outside interests or activities disclosed on this form and your duties and responsibilities to the University or organizations that sponsor research or service performed by the University. Also, provide any other information about outside interests that the University should know.

Employee Acknowledgement

I understand that if I acquire an interest during the year that requires disclosure, I will take the initiative to disclose it.

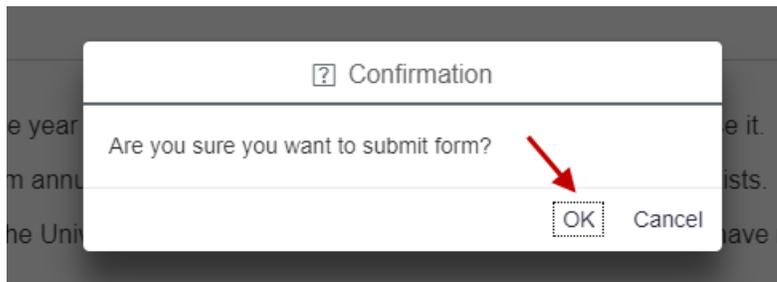
I also understand that I must complete a new form annually as long as an interest I have previously disclosed exists.

I acknowledge that I have read and understand the University's Conflict of Interests Policy (**Policy FI0125**) and have made all necessary disclosures.

Check to agree to the above statement.

Cancel Save **Submit**

- When **Submit** is chosen a confirmation pop-up window appears. Select **OK** to submit the form or select **Cancel** to cancel this submission.



- The "Submitted" message confirms that this form has been submitted for approval. The *Form List* displays the submitted form with the option to delete the form if needed.

Employee Information

Employee Name: Fuller, Clem
Personnel No: 00277443
Email: CFULLE3@TENNESSEE.EDU

Position: Senior Administrative Ser
Cost Center: E179994

Cost Center Name: IRIS Training
Campus: University Administration

Form List

Document ID: 598
Create Date: 04/19/2018
Status: Submitted



Submitted

- The Outside Interests Disclosure Form routes to your supervisor. If no potential outside interest conflicts are identified, the form does not require further approval after your supervisor. If outside interest conflicts are identified, the form routes to your supervisor and then escalates up to the CBO, the Committee Review, and the CBO Final Stop as appropriate.
- Once the form has been saved or submitted for approval, a PDF version can be displayed and/or printed. Click on the form in the *Form List* to select it.

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Cost Center: E179994

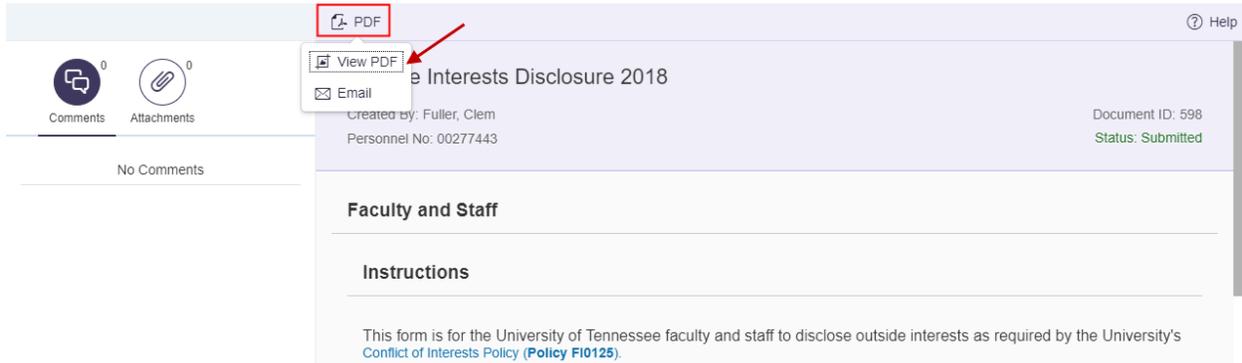
Cost Center Name: IRIS Training
Campus: University Administration

Form List

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Create Date: 04/19/2018
Status: Submitted



- Select the **PDF** button and then **View PDF** to display the PDF version of the form.



- In this example, the PDF version of the form is now displayed.



THE UNIVERSITY OF
TENNESSEE

The University of Tennessee
 Faculty and Staff
 Outside Interests Disclosure 2018
 Status: Approved

Document ID: 847
Stage: Completed
Workflow ID: 212747

Personnel No.	00277443	Full Name	Clem Fuller	Email	CFULLE3@TENNESSEE.EDU
Title	Senior Administrative Ser	Campus/Institute	University Administration		
Cost Center	E179994	Cost Center Name	IRIS Training		

Your Interests

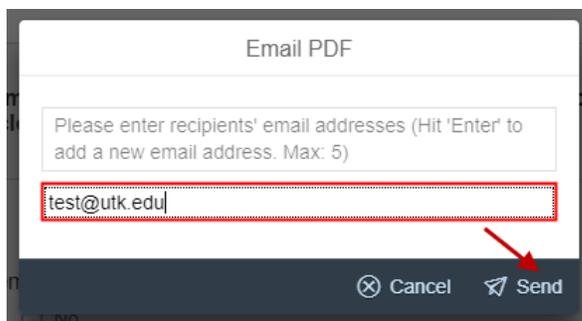
1. Are you an officer, director, board member, trustee, owner, or employee of any organization or business entity (for-profit or non-profit) other than the University?
No

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

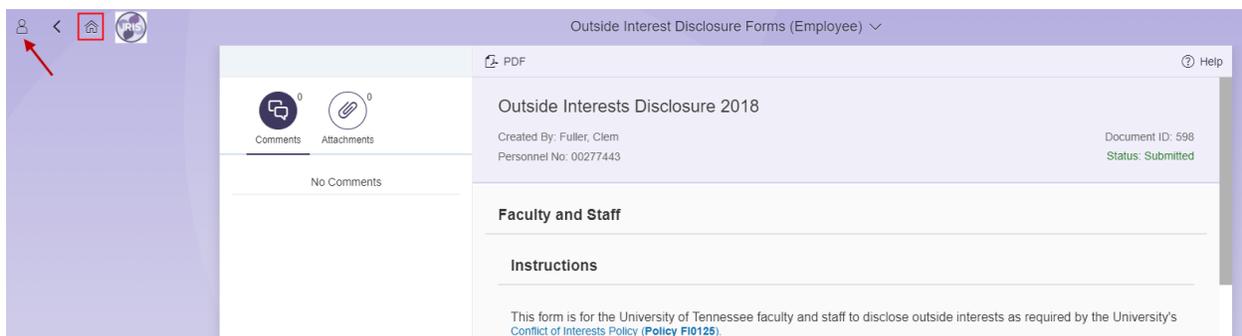
- The OID form can be emailed by selecting **PDF** and then **Email**.



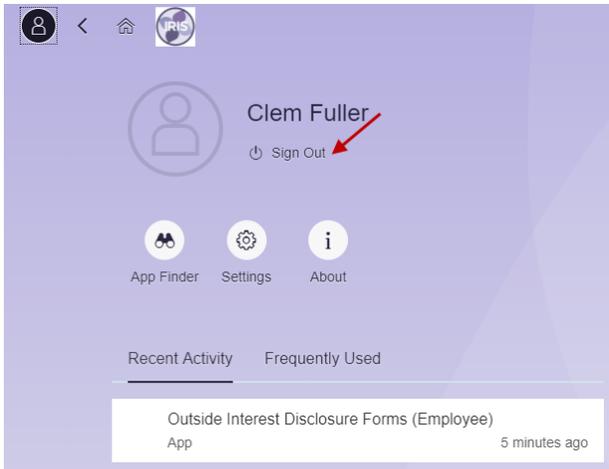
- Enter the email address on the **Email PDF** pop-up window and select **Send**.



- Select the **Home** button to return to the *IRIS Mobile Home* screen. Or, select the **User** button to proceed with signing out of IRIS Mobile.



- Select **Sign Out** to log out of the IRIS Mobile system.



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

