Outside Interests Disclosure Form for Executive Staff

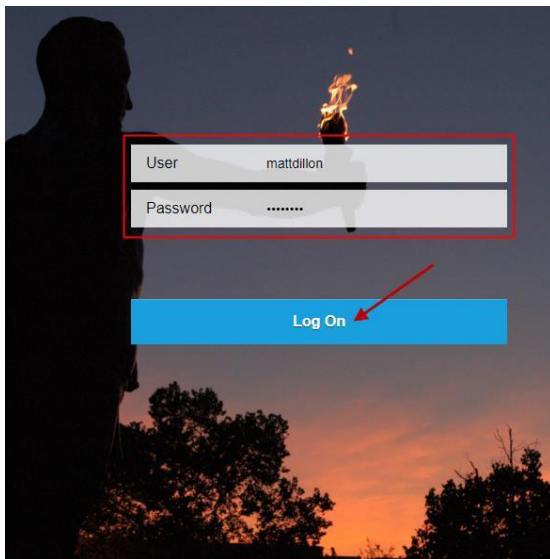**IRIS Mobile through the Web**

The Outside Interests Disclosure Form is for the University of Tennessee executive 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.
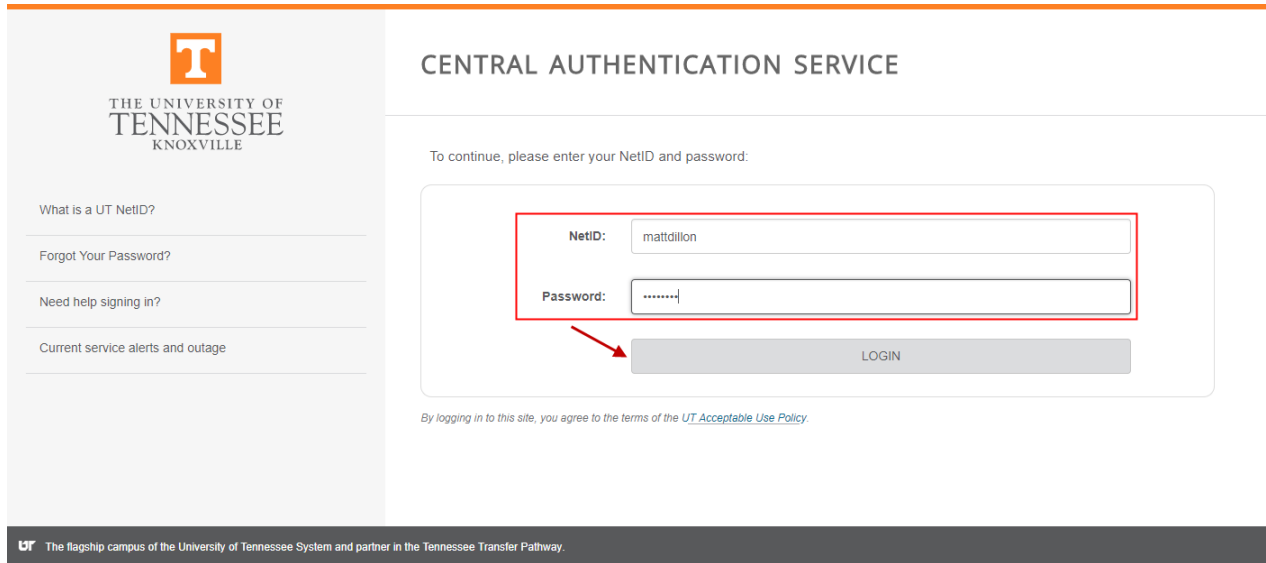
Authentication:
The OID form is available through the *IRIS Web Portal* or through the direct links below.

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.

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

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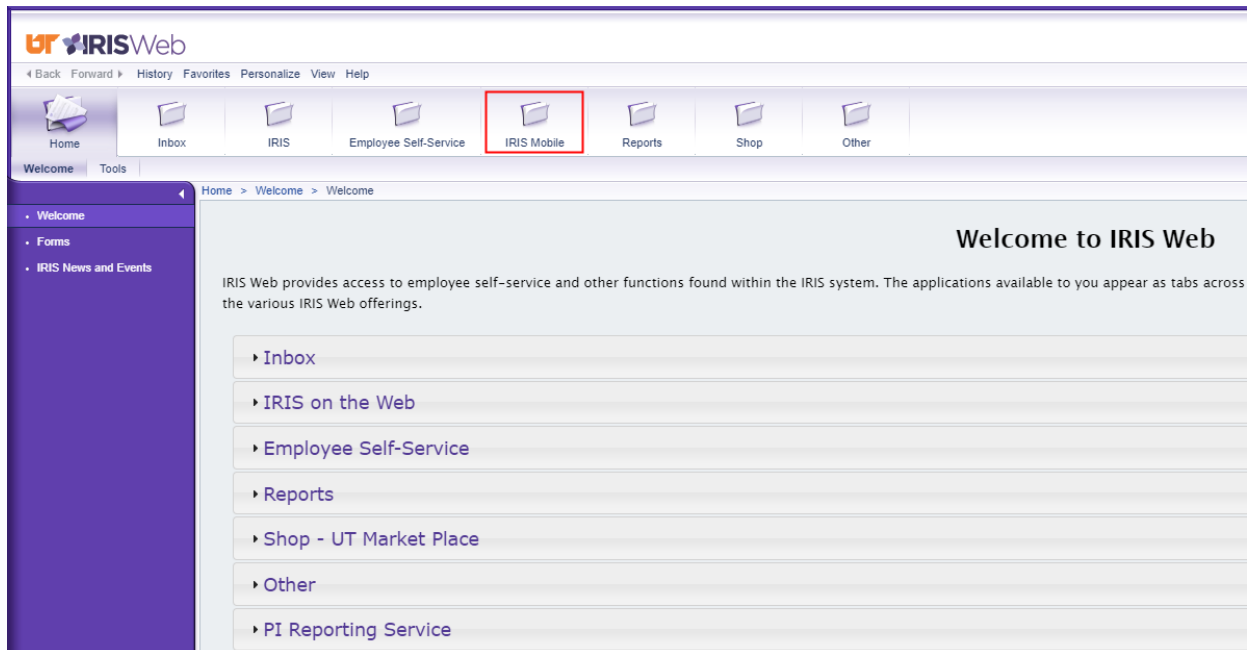
- The *IRIS Mobile Home* screen is displayed with white squares of information called **Tiles** that are available for your use. Select the **Outside Interest Disclosure Form(s)** tile.
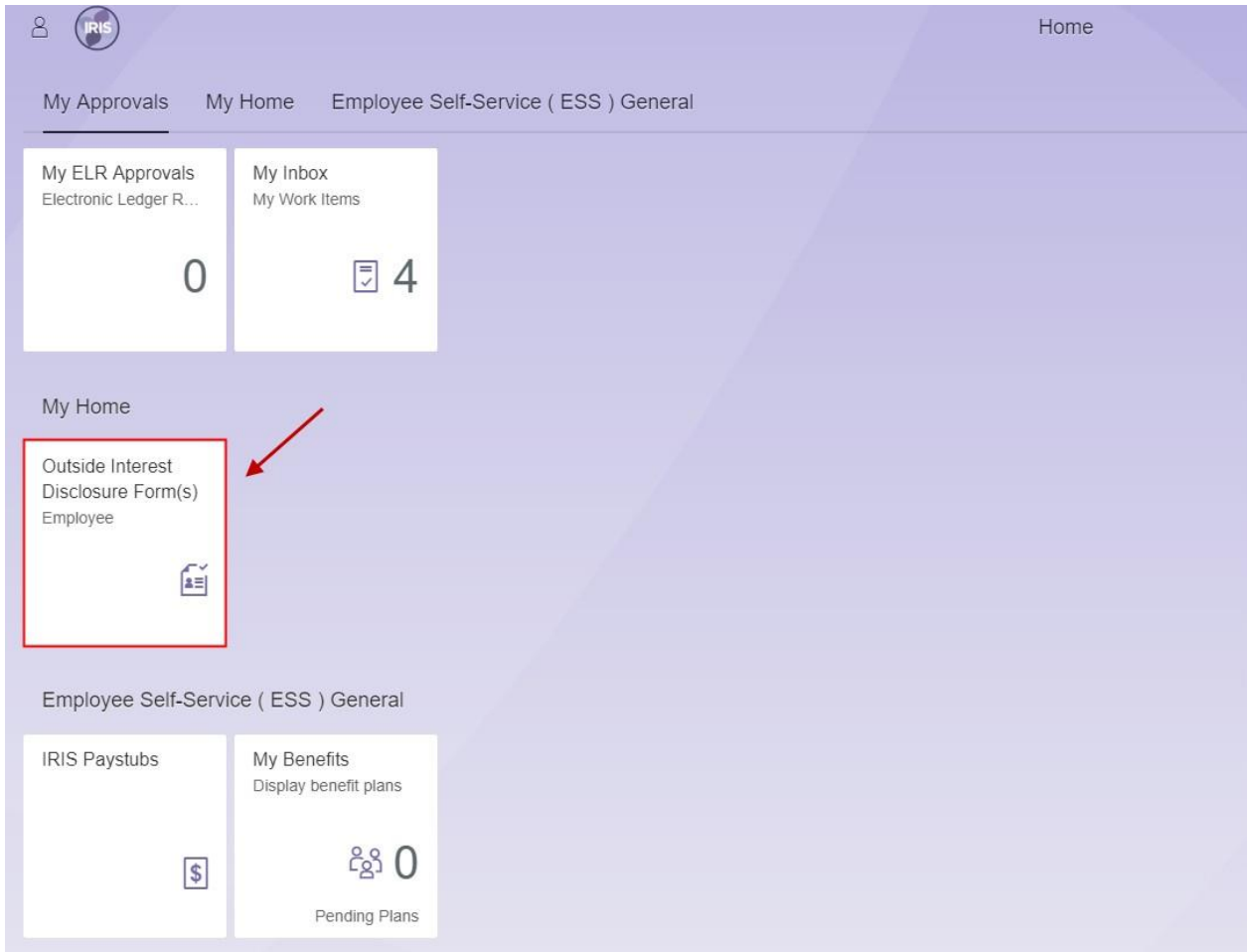
Filling Out and Submitting the Form:

- 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.

- 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: Dillon, Matt   Position: Director   Campus: University Administration

Personnel No: 00800046   Cost Center: E179994   Status: New Form

Email: MDILLON@TENNESSEE.EDU

Executive Staff

Instructions

This form is for the University of Tennessee President, Chancellors, and other designated administrators 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

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.

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IRIS Administrative Support > Outside Interest Disclosure

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.

PDF ⊙ Help

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

5. Do you have any business relationships with university employees or students in an outside venture?
○ Yes ● No

6. Have university employees or students performed any personal services for you?
○ Yes ● No

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

PDF ⊙ Help

Your Interests

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

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?
● Yes ○ No

Source(s):
XYZ Company

Business of the organization(s):
Digital Operations

Total compensation for 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 Question 15 and the *Employee Acknowledgement* section at the end of the form.

- 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.

- When 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.

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12. Do your parents, spouse, or children hold more than a 5% financial interest in any outside venture (including publicly held corporations) that competes or does business with the University or that would be affected by your University responsibilities?
○ Yes ● No

13. Do your parents, spouse, or children have any business relationships with University employees or students in an outside venture?
○ Yes ● No

14. Have University employees or students performed any personal services for your parents, spouse, or children?
○ Yes ● No

15. Describe any actual or potential conflicts between the outside interests or activities disclosed on this form and your duties and responsibilities to the University and sponsoring organizations. Also, please provide any other information about outside interests that you wish to disclose.

If there are none, please check "None."
☑ None

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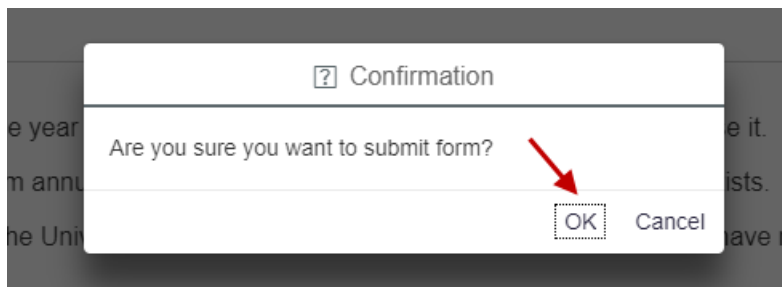
- The "Submitted" message confirms that this form has been submitted for approval. The *Form List* displays the submitted form with the option to delete the form if needed.

- The Outside Interests Disclosure Form routes according to your position. If no outside interest conflicts are identified, the form does not require further approval. If outside interest conflicts are identified, the form escalates up to the next appropriate approver.

Display, Print or Email the PDF Version:
- 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.

- 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 OID form can be emailed by selecting **PDF** and then **Email**.
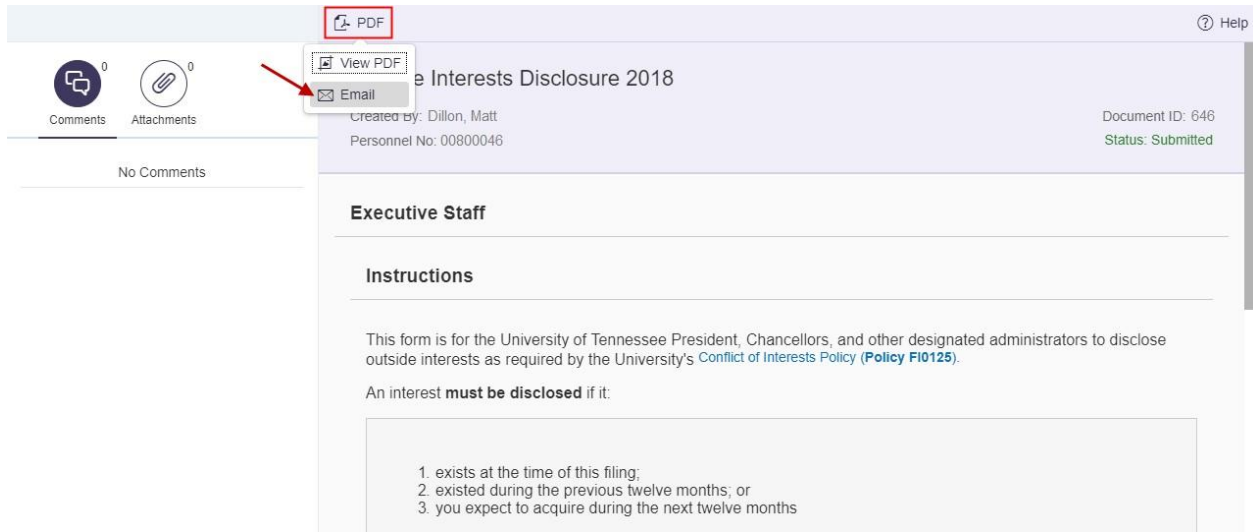
- Enter the email address on the **Email PDF** pop-up window and select **Send**.
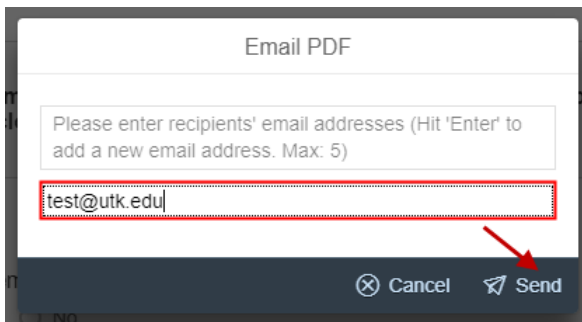
Displaying Comments or Uploading Attachments:
- Once the form has been **saved** or **submitted** for approval, you also have the option to attach additional supporting documentation. Simply reopen the form, and there should now be an additional panel visible on the left side of the form.
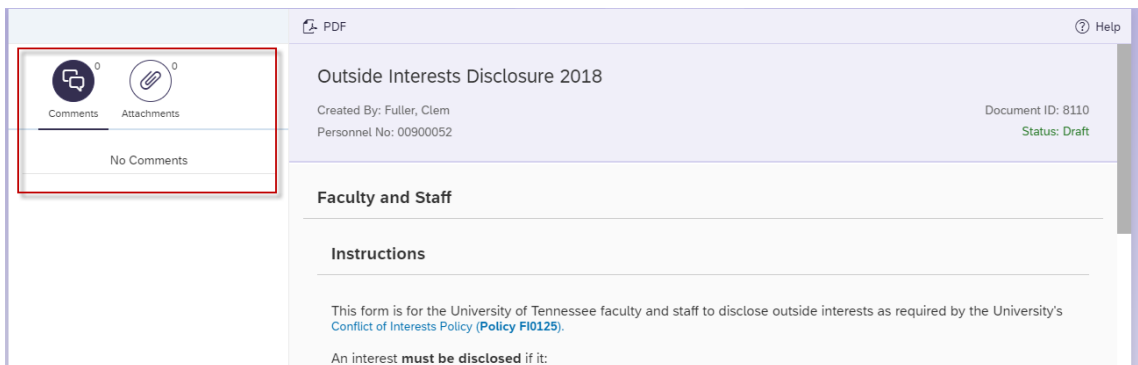

- The Comments button can show workflow comments if comments have been made by the approvers in workflow. *The employee cannot add comments*.

- To add an **attachment**, click the attachment button. Click the **New** button to add a new attachment.
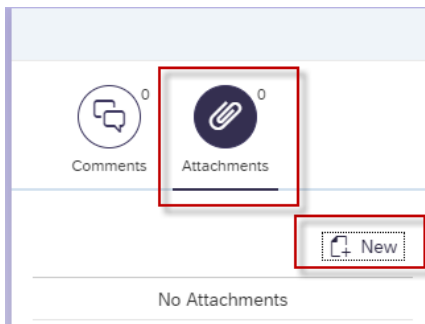
- A screen will pop-up that will allow you to attach documents. Once you have chosen the appropriate file(s). Click the upload button. *You have the ability to upload multiple files.*
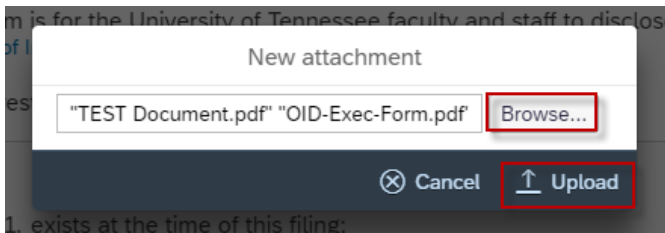

- The attachments uploaded will display on the panel with the name of the document uploaded. These attachments will be visible throughout workflow.
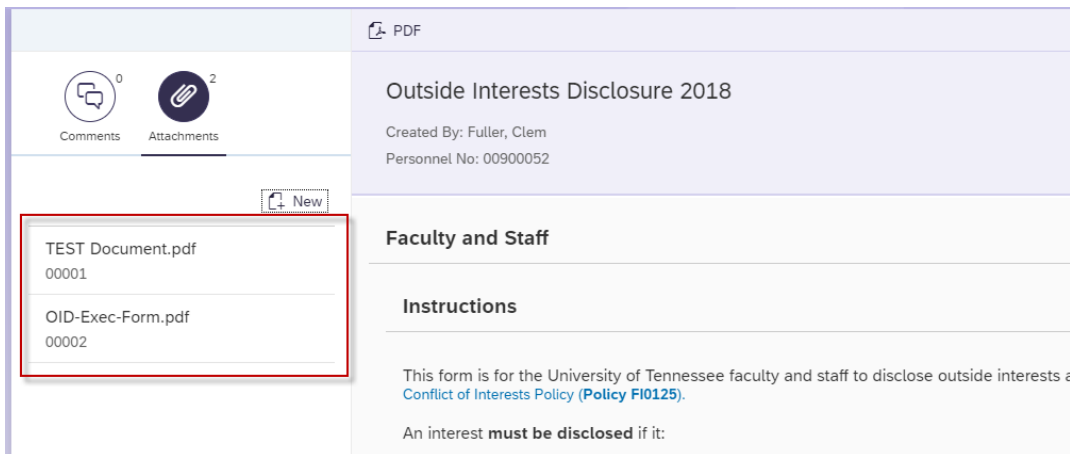

- Attachments can be made at any time while the document is in a status of **saved** or **submitted**. However, once the document is in a status of **Approved** or **Rejected**, attachments can no longer be made.

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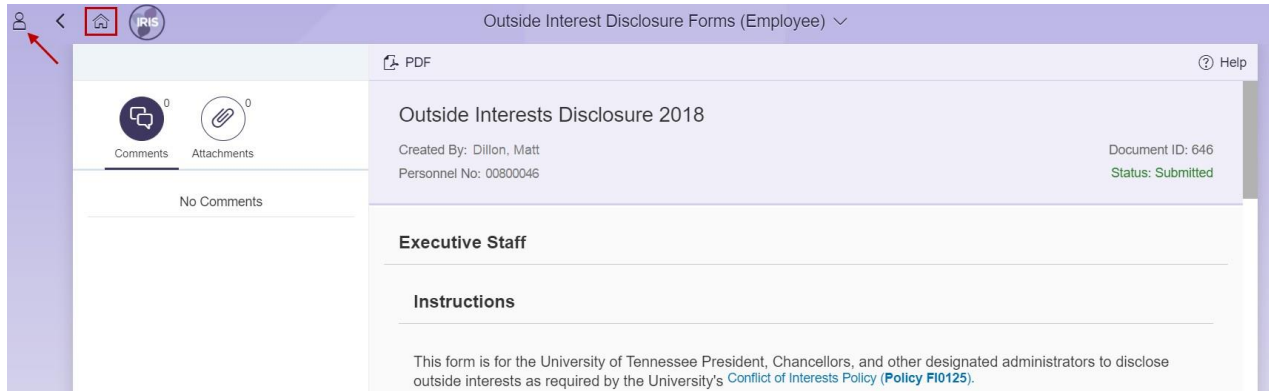
- Select **Sign Out** to log out of the IRIS Mobile system.
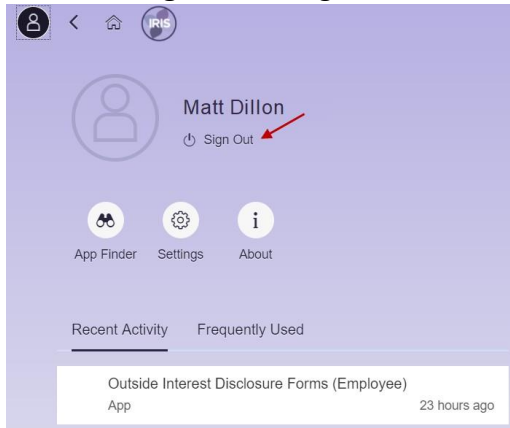
- Select **OK** to sign out of the system.