

# Outside Interests Disclosure Form for Staff and Faculty

## IRIS Web Portal

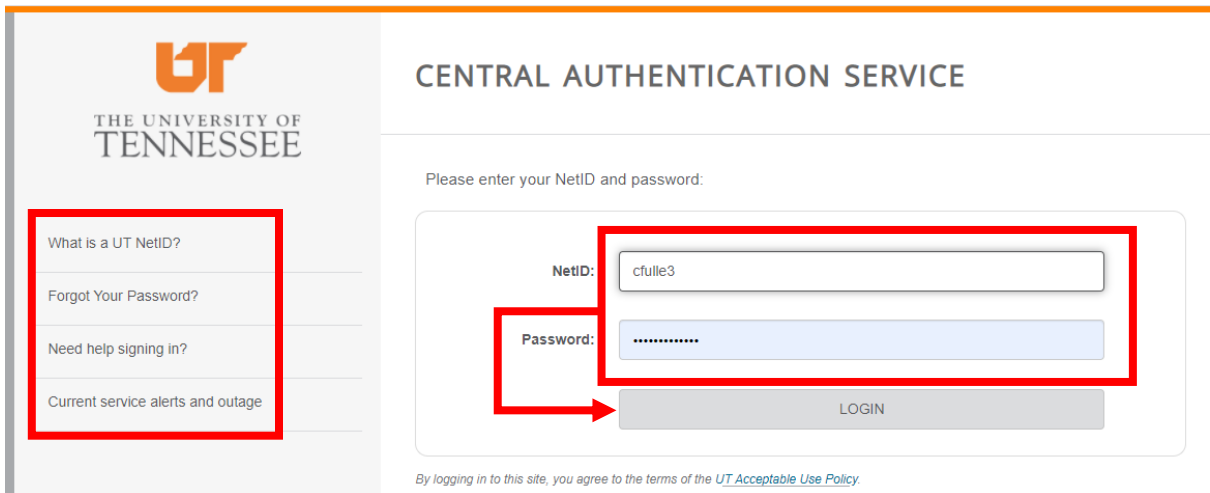
The *Outside Interest Disclosure Form* is to allow University of Tennessee faculty and staff to disclose outside interests as required by the University's Conflict of Interest Policy which can be found here:

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

### Authentication:

The OID form is available through the *Employee Self-Service* tab of the *IRIS Web Portal*.

1. Access the *IRIS Web Portal* here: <https://irisweb.tennessee.edu>
  - Use your NetID and password to authenticate your session. If you need assistance with your NetID or password, click the appropriate link on the left.



**UT**  
THE UNIVERSITY OF  
TENNESSEE

What is a UT NetID?  
Forgot Your Password?  
Need help signing in?  
Current service alerts and outage

### CENTRAL AUTHENTICATION SERVICE

Please enter your NetID and password:

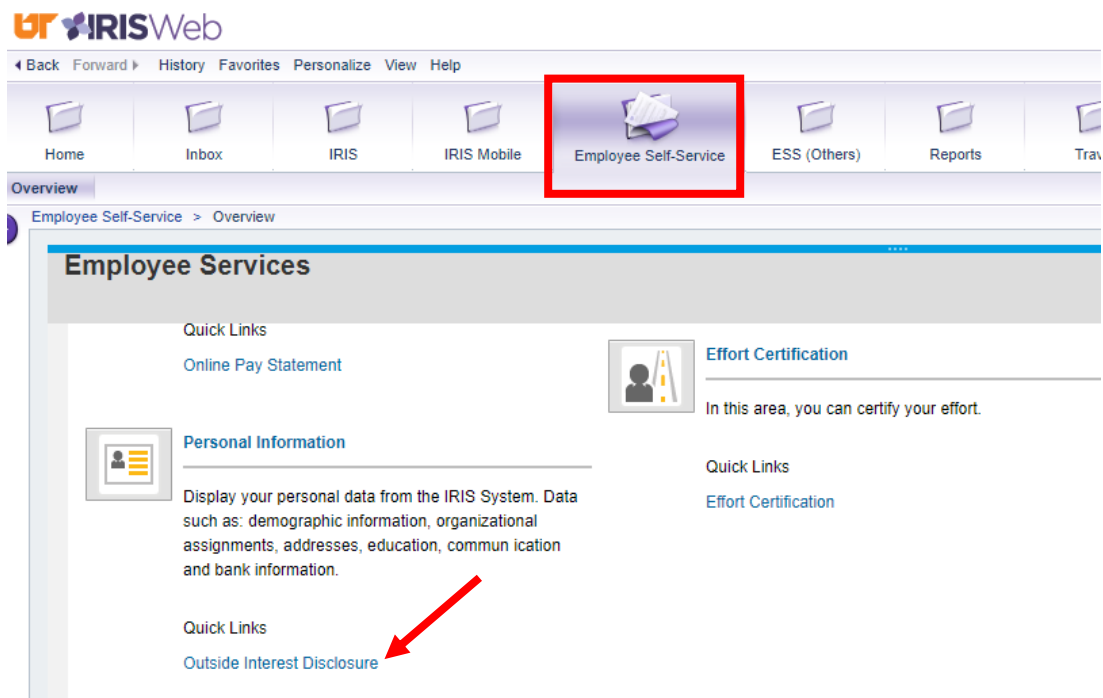
NetID:

Password:

LOGIN

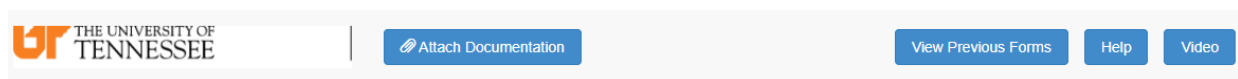
By logging in to this site, you agree to the terms of the [UT Acceptable Use Policy](#).

- Once you have authenticated, select the *Employee Self Service* tab and open the *Outside Interest Disclosure* application listed under the Quick Links. If the Quick Links option is not visible, choose the *Personal Information* icon or link and the *Outside Interest Disclosure* link can be found in that section.



## 2. Filling Out the Form:

The *Instructions* section describes who must complete the form and why. If you have any questions, click on the link to UT’s Conflict of Interests Policy (FI0125) for more information. If you are undecided, you should err on the side of reporting a potential conflict of interest.



## Outside Interest Disclosure Form

Employee Name: **Fuller, Clem**  
 Personnel Number: **00277443**  
 Email: **cfuller3@tennessee.edu**

Position: **Senior Administrative Ser**  
 Cost Center: **E179994 - Dodge City Marshall**

Campus: **University Administration**  
 EmGrp/SGrp: **Regular / Staff:Hourly Input**

### Instructions

This disclosure form is for employees of The University of Tennessee (UT) and other individuals to disclose outside interests and commitments as required by UT’s [Conflict of Interests Policy \(FI0125\)](#). Employees holding 9-month appointments should disclose year-round activities (both academic and summer months). This disclosure form is required for all employees with active payroll status, excluding:

- Seasonal employees;
- Event staff, and
- Undergraduate students.

An interest or commitment must be disclosed if it:

- Exists at the time of this filing;
- Existed during the previous twelve months, even if the conflict no longer exists; or
- Is anticipated to exist within the twelve months following this filing.

If you have any questions, please consult your campus/institute Chief Business Officer or Human Resources Officer.

Please answer each of the following questions as accurately and completely as possible. In disclosing the requested information, you should resolve any uncertainty in favor of disclosure.

- The header of the form contains several helpful buttons:



## Outside Interest Disclosure Form

1. **Attach Documentation** allows supporting document(s) to be added for the review and approval process. Word documents, Excel Spreadsheets, and/or PDF documents can be attached.
2. **View Previous Forms** lists your previously submitted *Outside Interest Disclosure* forms and allows you to view/download them. Your previous forms are listed here along with their document number, status, created on date, and changed on date. Forms previously submitted and approved or rejected can be viewed but not changed or deleted. Submitted forms can be deleted within this feature only if they have not been approved or rejected yet.

Show  entries

Search:

Document Number	Status	Created On	Changed On	Action
<a href="#">1810</a>	Submitted	<a href="#">09/09/2020</a>	<a href="#">09/09/2020</a>	<a href="#">Delete</a>
<a href="#">936</a>	Approved	<a href="#">06/26/2018</a>	<a href="#">09/08/2020</a>	<a href="#">View</a>
<a href="#">915</a>	Approved	<a href="#">06/22/2018</a>	<a href="#">06/25/2018</a>	<a href="#">View</a>
<a href="#">857</a>	Rejected	<a href="#">06/07/2018</a>	<a href="#">06/12/2018</a>	<a href="#">View</a>
<a href="#">856</a>	Approved	<a href="#">06/07/2018</a>	<a href="#">06/07/2018</a>	<a href="#">View</a>
<a href="#">847</a>	Approved	<a href="#">06/06/2018</a>	<a href="#">06/07/2018</a>	<a href="#">View</a>

Showing 1 to 6 of 6 entries Previous  Next

- The *Search* feature allows the user to search the historical record of submitted OID forms utilizing any of the four data elements displayed: document number, status, created on date or changed on date. Just start typing and watch the list change.
  - **Note:** A Back button is available at the top left-hand corner of this page that allows the user to return to the active form after viewing the form history report.
3. The **Help** button provides a link to the *Outside Interest Disclosure* Help website, which can also be accessed directly at <https://iris.tennessee.edu/OID-Help/>.
  4. The **Video** button links the user to a video tutorial for completing and submitting the form.

- The *Purpose(s) of Submission* section is to designate the reason the form is being completed. It should be noted that more than one reason may apply. Press *Start* to begin after your selection.

### Purpose(s) of Submission

Check all that apply.

- Disclosure for new employee
- Annual disclosure
- Disclosure required due to sponsor requirements, such as Public Health Service (PHS) funded research
- Report changes to previously disclosed information

Start

- Answer each question by choosing the **Yes** or **No** radio button. When a question is answered affirmatively (**Yes**), the form will automatically launch a series of appropriate follow-up questions.

### Outside Affiliations

Are you an employee, board member, director, officer, consultant, contractor, or are otherwise affiliated with any external (non-UT) entity? Include for-profit entities (i.e., companies, corporations, partnerships, LLCs, etc.), non-profit entities, and other colleges and universities.

- Yes
- No

Please enter all Business/Entity name(s):

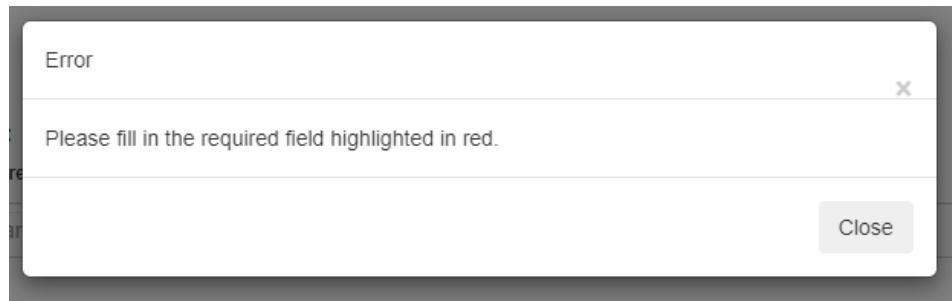
NOTE: Please type the business/entity name and press enter/return to save each entry.

Business/Entity name

- When entering Business/Entity name(s), you must press enter after each entry in order to save it.
  - Read the questions carefully as each one solicits specific details about the affiliations you have listed. Do not forget to hit enter after each Business/Entity name.
- At the bottom of the page, the options are provided to **Go Back** or proceed to the next series of questions by pressing **Next**. The **Go Back** button will return you to the first page while saving your entries on the current page. This allows you to review the questions and answers on the first page without forfeiting your progress.
    - Note:** Changing answers on prior pages can potentially impact the questions and answers on the current page so be sure to review and make any necessary changes.

Go Back Next

- An error pop-up message will display if any required fields are left incomplete. The question having the omitted data will be highlighted in red.



**Please enter all Business/Entity name(s):**

NOTE: Please type the business/entity name and **press enter/return** to save each entry.

- Next, you will be required to provide details pertaining to each outside affiliation that you listed. You must answer the subset series of questions for each Business/Entity. If you listed the same Business/Entity for multiple questions, you only need to answer the set of additional questions once.

## Outside Interest Disclosure Form

▼ Test, Inc

1. Description of business/activity of **Test, Inc**:

2. Description of your duties and obligations to **Test, Inc**:

3. Is **Test, Inc** a foreign government, foreign college or university, foreign company, or other foreign organization?

Yes

No

- The options to **Go Back** or go to the **Next Entity** are provided at the bottom of the page.

- All foreign travel in the previous 12 month period must be listed. Click on all the countries from the drop down list to which you traveled and then press **Selection Complete**.

#### Foreign Travel

Have you traveled to any of the following countries listed below in the previous 12 month period?

- Yes  
 No

Please select all the countries from the following list to which you have traveled in the previous 12 months by clicking on them.

Afghanistan  
Albania  
Algeria  
Andorra  
Angola  
Anguilla  
Antarctica  
Antigua/Barbuda

Selection Complete

- Two (2) additional questions present for each country to which you travelled.

What was the purpose of your travel?

Purpose of travel

Was your travel funded or sponsored by any non-UT entity or organization?

- Yes  
 No

- The options to **Go Back** or go to the **Next** page are provided at the bottom of the page.



### 3. Submitting the Form

- To submit the completed form, check the box to acknowledge having read and understood the University's Conflict of Interest Policy. A link to the policy is provided as well as an opportunity to attach any supporting documents.

## Outside Interest Disclosure Form

### Employee Acknowledgement

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

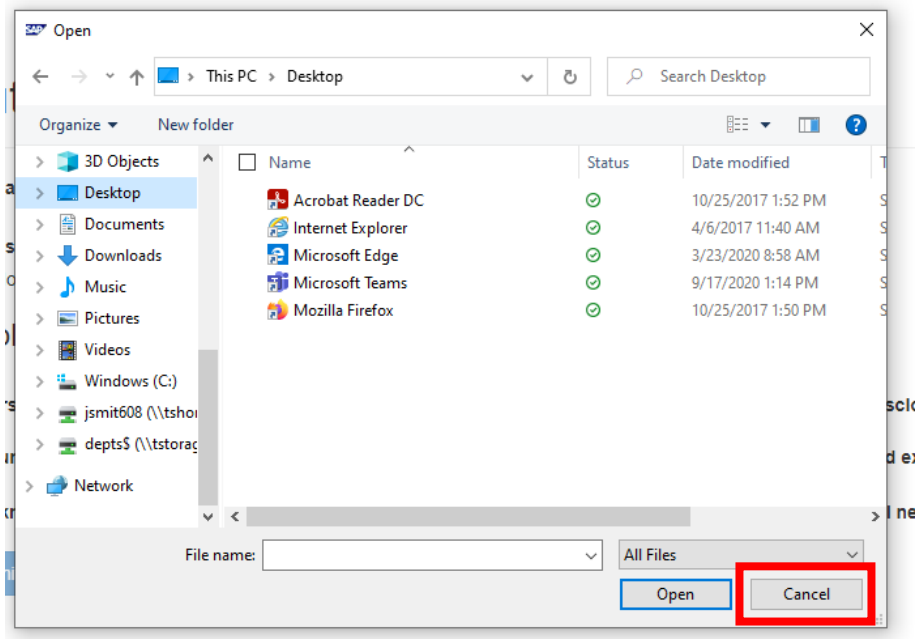
I also understand that I must complete a new form annually as long as an interest I have previously disclosed exists.

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

- **Note:** The **Submit** button is grayed-out and cannot be activated until the acknowledgement box is checked. Attaching supporting documentation is optional and will not prevent you from submitting your form. Supporting documentation would

include any documents that enable accurate assessment of potential conflicts of interest and should all be attached prior to pressing **Submit**.

- In the event that you inadvertently attached a document and wish to remove it from the form, simply click on the Attach Documentation button. When the browser drop-down menu displays click on cancel and, when the screen refreshes, the document you attached in error will have been removed.



- Once submitted, a form number is assigned and it is safe to close the browser window.

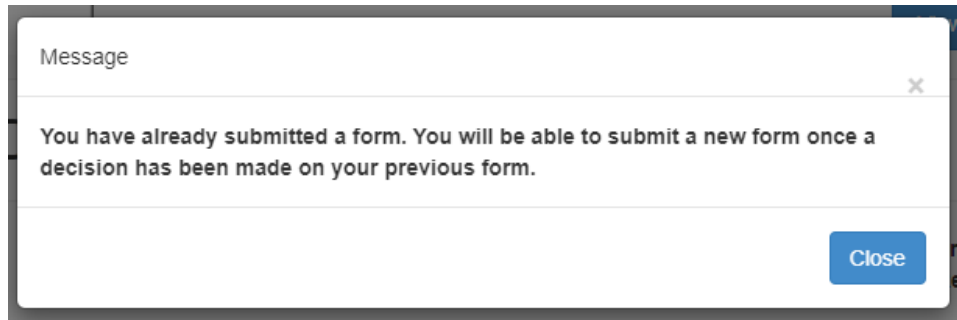
## Outside Interest Disclosure Form

Thank you. Your form 1977 has been submitted for approval.

You may close this browser window.

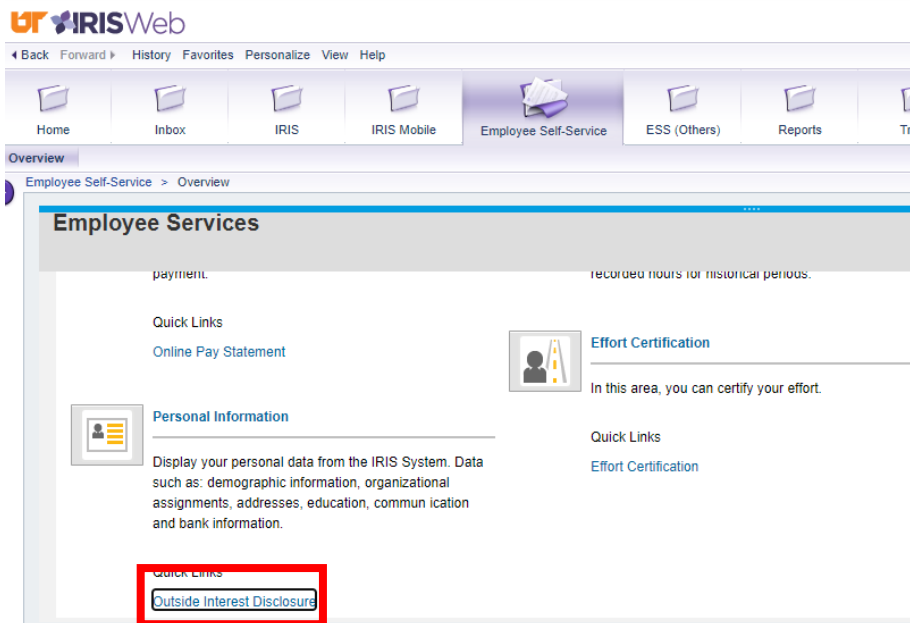
- **Note:** The form is routed to your supervisor, and once it is confirmed that no Outside Interest exists that represents a potential conflict of interest, the process is complete. If a conflict is reported, after the form is reviewed by your supervisor, it then escalates up to various other approval levels such as: CBO, the Committee Review, etc. as appropriate.
- You are returned to the *Employee-Self Service* tab after closing your browser.

- A new form cannot be created until your previously submitted form is either approved or rejected. A pop-up message, as shown below, will be displayed if a user accesses the Outside Interest Disclosure application with a form already in the approval pipeline.



#### 4. Display and/or Print the PDF Version

- Once the form has been saved and submitted for approval, a PDF version can be displayed and/or printed.
  - After signing in to the *IRIS Web Portal* open the *Employee Self-Service* tab and click on *Outside Interest Disclosure*.





- When the form opens, select *View Previous Forms*.

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Attach Documentation

**View Previous Forms** Help Video

## Outside Interest Disclosure Form

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 Personnel Number: **00277443** Cost Center: **E179994 - Dodge City Marshall** EmGrp/SGrp: **Regular / Staff:Hourly Input**  
 Email: **cfulle3@tennessee.edu**

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- Select the form you wish to display and/or print from the list by pressing *View* under the *Action* column.

### Outside Interest Disclosure Forms

Employee Name: **Fuller, Clem** Position: **Senior Administrative Ser** Campus: **University Administration**  
 Personnel Number: **00277443** Cost Center: **E179994 - Dodge City Marshall** EmGrp/SGrp: **Regular / Staff:Hourly Input**  
 Email: **CFULLE3@TENNESSEE.EDU**

Show  entries Search:

Document Number	Status	Created On	Changed On	Action
1849	Approved	09/14/2020	09/14/2020	<a href="#">View</a>
1836	Approved	09/11/2020	09/11/2020	<a href="#">View</a>
1823	Approved	09/10/2020	09/11/2020	<a href="#">View</a>
936	Approved	06/26/2018	09/08/2020	<a href="#">View</a>
915	Approved	06/22/2018	06/25/2018	<a href="#">View</a>
857	Rejected	06/07/2018	06/12/2018	<a href="#">View</a>
856	Approved	06/07/2018	06/07/2018	<a href="#">View</a>
847	Approved	06/06/2018	06/07/2018	<a href="#">View</a>

Showing 1 to 8 of 8 entries Previous  Next

- A PDF version of the form is displayed. An option to download or print the PDF version displays at the top of the screen when the cursor is moved.

Approval Document (5).pdf 1 / 4

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

Document ID: 1960 Stage: Completed Workflow ID: 556144

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

PURPOSE(S) OF SUBMISSION

Report changes to previously disclosed information

OUTSIDE INTEREST DISCLOSURE

Are you an employee, board member, director, officer, consultant, contractor, or are otherwise affiliated with any external (non-UT) entity? Include for-profit entities (i.e., companies, corporations, partnerships, LLCs, etc.), non-profit entities, and other colleges and universities.

Yes

Business/Entity name:

- Follow the prompts on the screen to print the PDF version of your *Outside Interest Disclosure* form. Afterward, you may close your browser screen, as well as the *View Previous Forms* screen. You will then be routed back to the *Employee Self-Service* tab.