Interest and Activity Management (Formerly Conflict of Interest)

Department Chair and Dean Sign Off Guide

Go to researchportal.unk.edu

Welcome to the UNK Research Portal

The **UNK Research Portal** is a secure electronic research administration system brought to you by Graduate Studies and Research to help UNK faculty, staff and administrators manage research projects. The portal's paperless environment:

- allows you to submit forms online
- stores faculty information for ease of use in creating future forms
- sends you automated notices and provides up-to-date information on your form status
- streamlines and automates the routing process
- increases the efficiency of review processes
- provides for realtime reporting

Graduate Studies and Research has created the UNK Research Portal as part of its mission to enhance and promote UNK's research programs and to help faculty succeed in their research and creative efforts.

Username

mocarskira

Login with your EASI credentials

Password

•••••••••••••••

Login

Don't know your account information?

DOCUMENTATION

OSP User Guide

SUPPORT EMAIL

research-osp@unk.edu
research-iam@unk.edu
research-irb@unk.edu

CREDITS

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Welcome Richard Mocarski | logout

Main Menu   My Projects   Search   Preferences   Help

❶ There are items in your inbox that need attention.

Click the envelope icon to manage your staff IAM forms.

Welcome to UNK Research Portal, Richard

This is your hub for research administration (and more) at the University of Nebraska at Kearney. We've assembled some information to get you started:

❶ Quick Add Actions

- Add New OSP Form
- Add New IAM Reporting Form
- Add New IRB Project
- Add New CMS Post

Your Last 4 Viewed Items

186
Gilbert Hinga

412
Heather Wolf

159
Sarah Spellbrink

331
Shelly Kovarik

More recently viewed items »

★ Your Starred Items

You have not starred any items.

Alerts from the Graduate Studies and Research

UNK Research Portal Modules

UNK RESEARCH PORTAL

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System
Inbox

You have no items in your inbox

Other items needing your attention

We are in the process of converting all modules to use the system inbox above, but in the meantime there are still a few modules that use the old items needing your attention.

OSP Project Forms

- 449 - 16-112

Interest and Activity Management

- Kate Heelan
- Stacey Stubbs
- Nita Unruh
- Paul Bonk
- Christopher Exstrom
- Matt Miller
- Vic Young
- Lee Powell
- Marta Moorman
- Adam Jensen
- Haishi Cao
- Martha Kruse
- Amy Nebesniak

Forms awaiting your signature will display here. Click the form to review and sign off.

There are multiple ways to review the form:
-View the entire form as a pdf by clicking the "form pdf" button.
-See a summary with the "form details" button.
-Navigate page-by-page using the menu at the left of the screen.

edu/era/workflow/workflow2.php?WorkflowID=555&WorkflowReturnToURL=/era/index.php&WorkflowJumpToStageNo=1&WorkflowJumpToTaskNo=1

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Interest and Activity Management

[←]   [Form PDF]   [m Details]

Form Preparation
- ☑ 1. Instructions
- ☑ 2. Overview Questions
- ☑ 3. Financial Interests
- ☑ emuneration from Out Entities
- ☑ 5. Outside Activities
- ☑ 6. Additional Public Health Services Requirements

Routing
- ☑ Route Setup
- ☐ Review and Sign Off

Administrative Review
- ☐ Administrative Review

ⓘ **Workflow in progress**
The step currently needing attention is Review and Sign Off.

Form ID: 267
Name: Lee Powell
Form Status: Routing

ⓘ **This form is currently Routing.**
The Confirmation of Signatures section of this page lists everyone that is required to Review and Signoff on this form.
You may return to this page at any time by clicking the "Review and Sign Off" link in the left column.

To sign this document enter your login name, password, decision and any comments.

Your Login Name: mocarskira

Your Password: ....

Decision: [▾]

Comment:
[   ]

[Submit]

Once you have reviewed the form, add your signature by using your EASI credentials. This will route the form to the Conflict of Interest Committee (or Dean) for final review.

-Select Acknowledged or Declined to submit your signature.

-Add any notes or concerns you have in the comment box.

To look at all IAM forms under your supervision, follow the instructions below. This will show you those IAM forms that are still routing and those that are complete. It will **NOT** display employees who are responsible for an IAM form but have **NOT** started the process. Cross checking the list found following these steps with your employee records will show you who needs to complete a form.

At the Welcome screen:
-Scroll over the "Main Menu" button at the top.
-Click the "Interest and Activity Management" Button
-Click the "Forms" button under IAM Pages
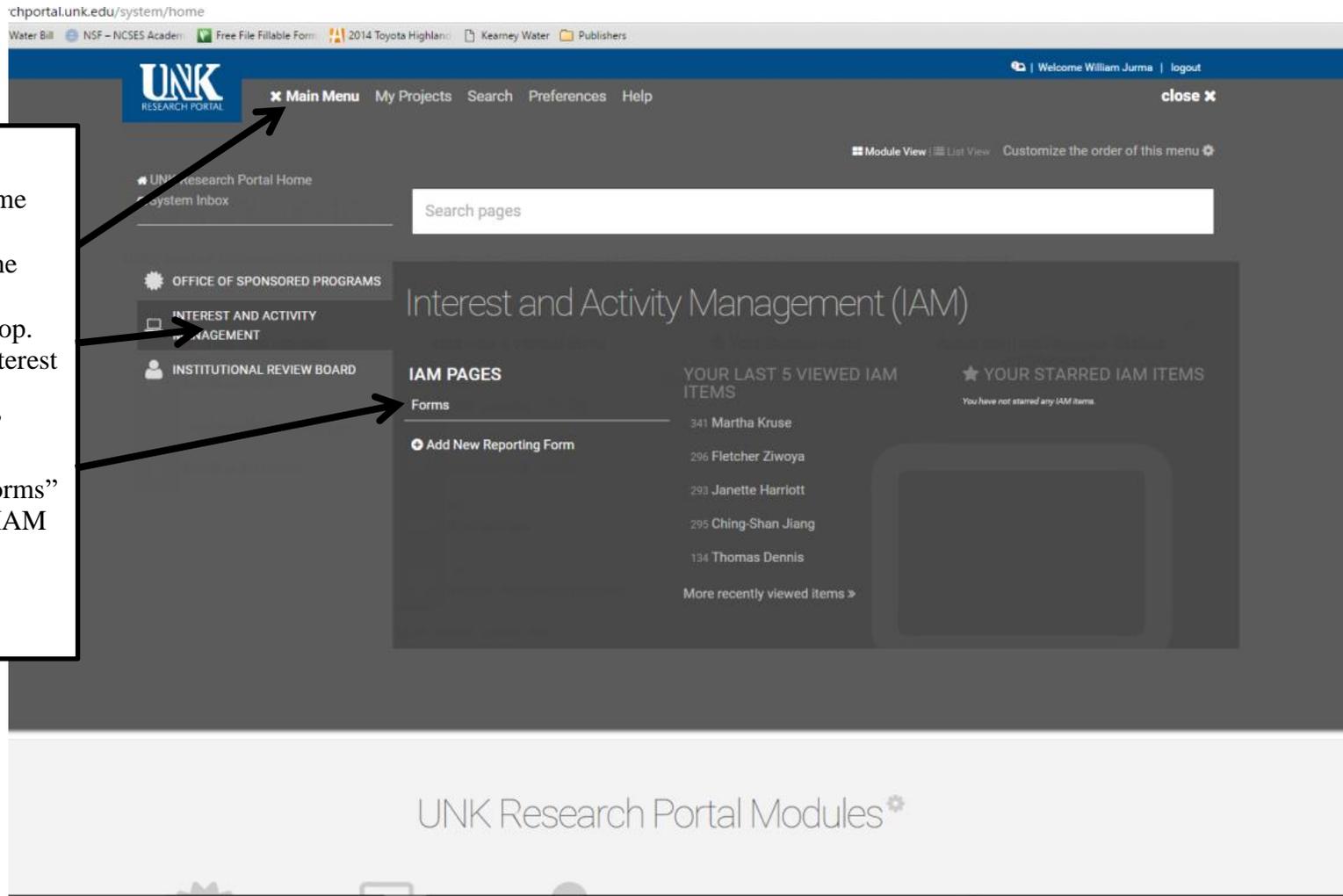
Update/Add an Interest and Outside Activity Reporting Form

Welcome to the Interest and Activity Management module! From this page, you're able to start a new reporting form, view or update a current and active form, and view any previous forms as well. If you have questions about the Interest and Outside Activity Reporting Form, please contact Graduate Studies and Research at research-iam@unk.edu.

[search this table] 🔍   switch to advanced search ▾

	ID ▾	Name	Status	College or Department	Submitted On	Approval Date	PHS	Management Plans	☐
view	341	▇▇▇▇▇	Routing	English			No	0	☐
view	340	▇▇▇▇▇	Routing	Theatre			No	0	☐
view	297	▇▇▇▇▇	Approved-Active	English	03/08/2016	03/08/2016	No	0	☐
view	296	▇▇▇▇▇	Approved-Active	Department of Communication	01/25/2016	01/25/2016	No	0	☐
view	295	▇▇▇▇▇	Approved-Active	Department of Communication	01/25/2016	01/25/2016	No	0	☐
view	293	▇▇▇▇▇	Approved-Active	Music	01/25/2016	01/25/2016	No	0	☐
view	264	▇▇▇▇▇	Approved-Active	College of Fine Arts & Humanities	01/25/2016	01/25/2016	No	0	☐
view	255	▇▇▇▇▇	Routing	Museum of Nebraska Art (MONA)			No	0	☐
view	251	▇▇▇▇▇	Approved-Active	College of Fine Arts & Humanities	01/25/2016	01/25/2016	No	0	☐
view	249	▇▇▇▇▇	Approved-Active	English	03/08/2016	03/08/2016	No	0	☐

Page: **1** 2 3 4

This is a listing of all forms submitted or started that you are responsible for. You can search the forms or scroll through individually. The status is noted, along with the dates of submission and approval.

Approvals are valid for 1 year.