

Quick Start Guide

Starting an Interest and Activity Management submission

← → ↻ | <https://researchportal.unk.edu/system/login> 🔒 ☆



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

Password

.....

Login

[Don't know your account information?](#)

Log in with your UNK credentials.

[Documentation](#)

[Support Email](#)

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

[Credits](#)

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Welcome to the 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:

Quick Add Actions

- Add New OSP Form
- Add New EMS Event
- Add New IAM Reporting ...

Your Last 4 Viewed Items

- 34
Kimberly Carlson | 15-073
- 37
Bryce Abbey | 14-046
- 33
|
- 29
Richard MocarSKI | 15-...

[More recently viewed items »](#)

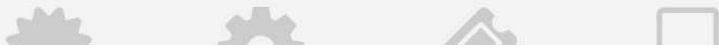
★ Your Starred Items

You haven't starred any items yet.

Alerts from the Graduate Studies and Research

Click "Add New IAM (Interest and Activity Management) Form".

UNK Research Portal Modules



Interest and Activity Management

research-iam@unk.edu

Forms

[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.

Edit

search this table



switch to advanced search ▾

Click "Update/Add and Interest and Activity Reporting Form"

		Name	Status	College or Department	Submitted On	Approval Date	PHS	Management Plans	
view	21	Nate Eidem	Routing	Geography and Earth Science			No	1	<input type="checkbox"/>
view	20	David Luker	Preparation	Academic Success				0	<input type="checkbox"/>
view	19	Jane Sheldon	Preparation	Business and Finance			No	0	<input type="checkbox"/>
view	18	Neal Schnoor	Preparation	Office of the Chancellor			No	0	<input type="checkbox"/>
view	16	Kayla James	Preparation	Office of the Chancellor			No	0	<input type="checkbox"/>
view	15	Billy Rayburn	Preparation	Biology				0	<input type="checkbox"/>
view	14	John La Duke	Routing	College of Natural & Social Sciences			No	0	<input type="checkbox"/>

Interest and Activity Management

research-iam@unk.edu

Update/Add Interest and Outside Activity Reporting Form



Please search for the person for whom you are filling this form out and click "Submit".

Search for and select your name, then hit "Submit"

* indicates a required field

Form Preparation

- 1. Instructions
 - 2. Overview Questions
 - 3. Financial Interests
 - 4. Remuneration from Outside Entities
 - 5. Outside Activities
 - 6. Additional Public Health Services Requirements
- Routing**
- Route Setup
 - Review and Sign Off
- Administrative Review**
- Administrative Review

NUgrant Interest and Outside Activity Reporting

Welcome to the Interest and Outside Activity Reporting process. The time it takes to complete this form will vary. Future updates will take less time because the fields will be pre-populated with your initial input.

Why do we have an Interest and Outside Activity Reporting Process?

As an institution, the University of Nebraska at Kearney (UNK) is committed to encouraging its faculty and staff to pursue endeavors outside the University as a means of contributing to the economic growth and development of the state. In keeping with these ideals, it is necessary to report outside financial interests and activities to protect research objectivity, study participant rights and the freedom to publish.

Conflict of interest is defined as a situation that may bias a decision and arises when a faculty or staff member has an opportunity to influence UNKs business or research decisions for personal gain. The lack of disclosure (or perceived lack of oversight) can tarnish the reputation of UNK or the faculty member. UNK has established a peer-review system and reporting process to address this situation.

Similar to the way a conflict of interest may cause a perceived bias in research results, a conflict of commitment may cause a perceived bias in the effort that an employee of the university dedicates to UNK. The Interest and Outside Activity Form provides a way to prevent perceived biases from affecting an employees institutional responsibilities.

Who should complete this form?

According to UNKs Conflict of Interest Policy, all covered persons must complete this form at least annually. This includes anyone participating in research overseen by the Office of Sponsored Programs and employees with signature, purchasing, or contracting authority on behalf of the University. Additionally, any faculty or professional staff member on a full-time academic year or fiscal year appointment engaged in outside professional activities should complete this form.

What happens after the form is completed?

Completing this Interest and Outside Activity Form is the first step in the reporting process. After you complete and submit the form, it is routed to the department chair, dean/director, vice chancellor and Research Services Office. E-mail notifications are sent if revisions are needed and once the form has been approved. The form is active for one year.

If you have questions, please contact Research Services at research-iam@unk.edu or 308-865-8492. Thank you in advance for completing this process. We look forward to working with you!

Please press **"Next"** to begin.

next >

Read the text and click
"Next"

REMINDER: Having a Conflict is NOT negative. We encourage our faculty and staff to use their expertise and therefore expect conflicts. Most conflicts just need to be disclosed and some need to be managed. Managed conflicts are often managed through simple disclosure plans.

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* indicates a required field

Name/Department

* Name
Richard Mocarski - mocarskira@unk.edu -

* Primary Department
Graduate Studies & Research

Other Department(s)
Search by typing the department or college name

Select your affiliations.

Overview Questions

* 1. Do you or an immediate family member have a financial interest (such as equity or ownership) in an outside entity that appears to be related to your institutional responsibilities? (This includes utilizing university resources such as space and time in duties that fall outside of your institutional responsibilities.) ?

Yes

* 2. In the past 12 months have you or an immediate family member received remuneration or payment from an outside entity that appears to be related to your institutional responsibilities? ?

Yes

* 3. Are you engaged in professional outside activities or will you be engaged in professional outside activities within the next year? ?

Yes

* 4. Do you currently receive funding from a Public Health Services (PHS) awarding agency or are you considering submitting a proposal for PHS funding? ?

Yes

Read and answer each questions honestly. Should you answer no to each question, then you will skip to the route set up section, as pages 3-6 will be automatically populated.

If you need more information, click any blue question mark.

Check if page is complete

< previous save next >

Make sure you click "Complete" on each page before clicking "Next"

Add/Edit Entities

* indicates a required field

* 1. Name of Entity:

Fake Company

* 2. Interest held by:

- Me
 Family

* 3. Relationship to entity:

- Board of Directors
 Partner/Officer/Owner
 Employee
 Consultant
 Scientific Advisory Council
 Shareholder
 Other

* 4. What is the entity's principal business?

* 5. Is this entity publicly traded or non-publicly traded?

* 6. Do you or your immediate family hold an equity interest (such as stock, stock options, or other ownership interests) in this entity?

* 7. Do you provide recommendations or rate products for this entity?

* 8. Will students be involved in the operations and/or research funded or conducted by this entity?

* 9. Will university resources (such as space, equipment, supplies, etc.) be utilized in the operations and/or research funded or conducted by this entity?

* 10. Will there be a subcontract from the entity to your laboratory?

* 11. Will there be a subcontract from your laboratory to this entity?

OPTIONAL: If there is any additional documentation that you would like reviewed with your financial interest disclosure, you may attach it here.

Choose File No file chosen

Save Save And Add Another Cancel

If you selected "Yes" on question 1, you will be required to add the entities for which "you or an immediate family member" has "financial interest" in. Remember, to select yes, the entity must appear to be related to your university expertise. For example, if you are a construction management faculty member and you have a construction business outside of UNK, you must disclose this business. Conversely, if you also work at Hobby Lobby on the weekends, you do not need to disclose this interest.

If you have purchasing or contracting power and you need to report any financial interest for you or your family that comes into direct contact with said purchasing/contracting. For example, if your spouse runs a construction business and you take bids for a UNK construction project as part of your duties, you need to report this financial interest.

Interest and Activity Management

[←](#) [Form PDF](#) [Form Details](#)

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Form ID: 24
Name: Richard MocarSKI
Form Status: Preparation

* indicates a required field

Remuneration from Outside Entities

Financial disclosures previously disclosed:

If you need to change the answer to this question, you can do so on page 2.

* In the past 12 months have you or an immediate family member received remuneration or payment from an outside entity that appears to be related to your institutional responsibilities? [?](#)

Yes ▼

Please note, the following types of remuneration **do not** need to be disclosed:

- Income from serving on advisory committees or review panels, seminars, lectures or teaching engagements sponsored by a Federal, state, or local government agency, a U.S. institution of higher education, a U.S. academic teaching hospital, medical center or research institute that is affiliated with a U.S. institution of higher education.

- Income from investment vehicles such as mutual funds or retirement accounts, as long as you do not directly control the investment decisions made by these vehicles.

Remunerations

[+ add new Remunerations](#)

Check if page is complete



If you selected "Yes" on question 2, you will be required to add the remunerations for which "you or an immediate family member" has received. Remember, to select yes, the entity must appear to be related to your university expertise. For example, if you are a fiction faculty member and you write a book that earns royalties, you must disclose these royalties. Conversely, if you are an economics professor that works on fiction outside of your university hours, you do not need to disclose this interest.

Click the "add new Remunerations" button.

Add/Edit Remunerations

* indicates a required field

* 1. Name of entity providing remuneration:

* 2. Remuneration provided to:

- Me
 Family

* 3. What is the entity's principal business?

* 4. Is this entity publicly traded or non-publicly traded?

* 5. Type of remuneration received:

- Salary
 Consulting Fees
 Royalties
 Paid Authorship
 Honoraria
 Other

OPTIONAL: If there is any additional documentation that you would like reviewed with your disclosure of remuneration from an outside entity, you may attach it here.

No file chosen

Save Save And Add Another Cancel

This is an example of the Add Remunerations page. Remember, consulting in your field is encouraged, but also must be reported.

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* indicates a required field

Outside Activities

The Board of Regents encourages faculty and staff to engage in professional activities outside the University as a means of contributing to the economic growth and development of the state as well as broadening their experience and keeping them abreast of the latest developments in their specialized fields; provided such activities do not interfere with their regular duties at the University, or represent a conflict of interest

If you need to change the answer to this question, you can do so on page 2.

* 1. Are you engaged in *professional outside activities* or will you be engaged in *professional outside activities* within the next year?

In order to engage in outside activity or employment, the Board of Regents requires answers to several questions pertaining to each activity. Approval is not required for each separate client or patient relationship for professionals such as accountants, engineers, architects, lawyers, psychologists, therapists, etc. It is sufficient that the nature of the outside professional activity be generally described so that appropriate evaluation may be conducted regarding potential interference with University duties, conflict of interest, and conflict of commitment.

Reporting should include:

- Professional Activity/Employment even if no payment or remuneration is received.
- Professional Activity/Employment that takes place during the summer, even for faculty on an academic year or 9-month appointment.

Reporting does not need to include:

- Activities for a professional organization or service to the profession, which would be considered as part of an employee's FTE, provided no financial benefit accrues to the employee.

More information can be found online at http://www.unk.edu/academic_affairs/conflict_of_interest.php

Activities

Check if page is complete

Add your outside activities here.

Outside Activity

This is an example of the
Outside Activity addition form.

* 1. What is the outside activity proposed? Please create a title for the proposed outside activity (e.g. Board of Directors at Johnson Attorneys; Design content for McGraw Hill Higher Education).

* 2. Please provide a brief description of the nature of the outside activity

Time Commitment of Activity

* 3. Will you be retained to provide professional services outside the University to an individual person, client, company, firm or governmental agency over a period of time lasting more than two years? [more information](#)

* 4. Will this outside activity, combined with all other professional activity which has been approved or proposed, prevent you from performing your regular duties at the University by totaling more than an **average** of two days per month? [more information](#)

* 5. Please describe the proposed time commitment, including dates or date range for this outside activity.

Location of Activity

* 6. Is your outside activity going to be performed off the premises of the University and without the use of University equipment or materials?

Additional Information

7. Do you have any additional information or attachments you would like to upload?

Save

Save And Add Another

Cancel

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* indicates a required field

Additional Public Health Services Requirements

Public Health Services (PHS) awarding agencies require some additional disclosure requirements for individuals who will be submitting proposals to a PHS awarding agency.

If you need to change the answer to this question, you can do so on page 2.

* 1. Do you currently receive funding from a Public Health Services (PHS) awarding agency or are you considering submitting a proposal for PHS funding?

Yes

A list of agencies that require PHS training is available here.

PHS Conflict of Interest Training



Investigators receiving PHS funding must complete training on PHS conflict of interest regulations once every four years. Training must be complete and documented within the system before any funds can be released. You may complete the training at <http://grants.nih.gov/grants/policy/coi/tutorial2011/fcoi.htm>

Upon completing the training, you may print or save an electronic copy of your training certificate for your records.

To ensure that you are able to save and print your completion certificate at the end of the training, please use Internet Explorer 9.

Online training is available through this NIH link. The training takes around 20 minutes. Be sure to save your completion certificate so you can upload it below.

* Please attach a copy of your PHS conflict of interest training certificate here if needed. The uploaded certificate will be confirmed and housed within your training record for future reference.

Choose File No file chosen

FCOI_certificate.pdf

Delete

Add any PHS travel disclosures here.

PHS Travel Disclosure



In addition, investigators must disclose any sponsored or reimbursed travel within 30 days of the travel occurring. Investigators will not need to disclose travel that is included in a grant/project proposal; travel funded by a federal, state or local government agency; or travel funded by a U.S. institution of higher education or its affiliated research institutes.

If you currently know of any sponsored or reimbursed travel in the upcoming 12 months, we encourage you to include it with your annual disclosure here.

Travel Disclosures

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Route Setup



A route is the path taken by a Form to obtain internal approvals. The types of routes and the required number of routes are listed below.

1. To add a route not automatically listed, select "Add Route".
2. Select the appropriate route from the list and click the "Add" button.
3. After all required routes are added, select the "Start Routing" button at the bottom of the page.

Principal Investigator Routes

Name	Email	Phone
Richard Mocarski	mocarskira@unk.edu	

Administrative Routes

[Add Administrative Route](#)

Graduate Studies & Research

[X Remove Route](#)

Name	Email	Phone
Kenya Taylor	taylorks@unk.edu	
Charlie Bicak	bicakc@unk.edu	
Richard Mocarski	mocarskira@unk.edu	

Once you've completed the IAM form, click "Start Routing" to complete.

[Start Routing](#)

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

I hereby certify that the information contained within this form is complete and true to the best of my knowledge. In addition, I understand and agree to comply with my obligations to the University regarding outside employment and conflict of interest (Board of Regents Bylaw 3.4.5 and Board of Regents Policy 3.2.8).

Your Login Name:

Your Password:

Decision:

Comment:

Certify and sign to complete the form and start the routing.

Confirmation of Signatures

[Routing History](#)

Principal Investigator Routes

Name	Date Signed	Decision
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