

Submitting PM-11 Disclosures of Outside Employment

The disclosure of any employment outside of LSU is required for all full-time employees. This help document shows how to fill and track such disclosures using GeauxGrants. Employees should follow the following steps.

Login to GeauxGrants

GeauxGrants is accessed online through [myLSU](#) as well as the [GeauxGrants help desk](#). Login to the system using your myLSU ID and password. Once in the system, select “Conflict of Interest” from the left side menu to enter the Conflict of Interest / PM-11 module (see Figure 1).

LSU’s PM-11 electronic form is part of the COI module.

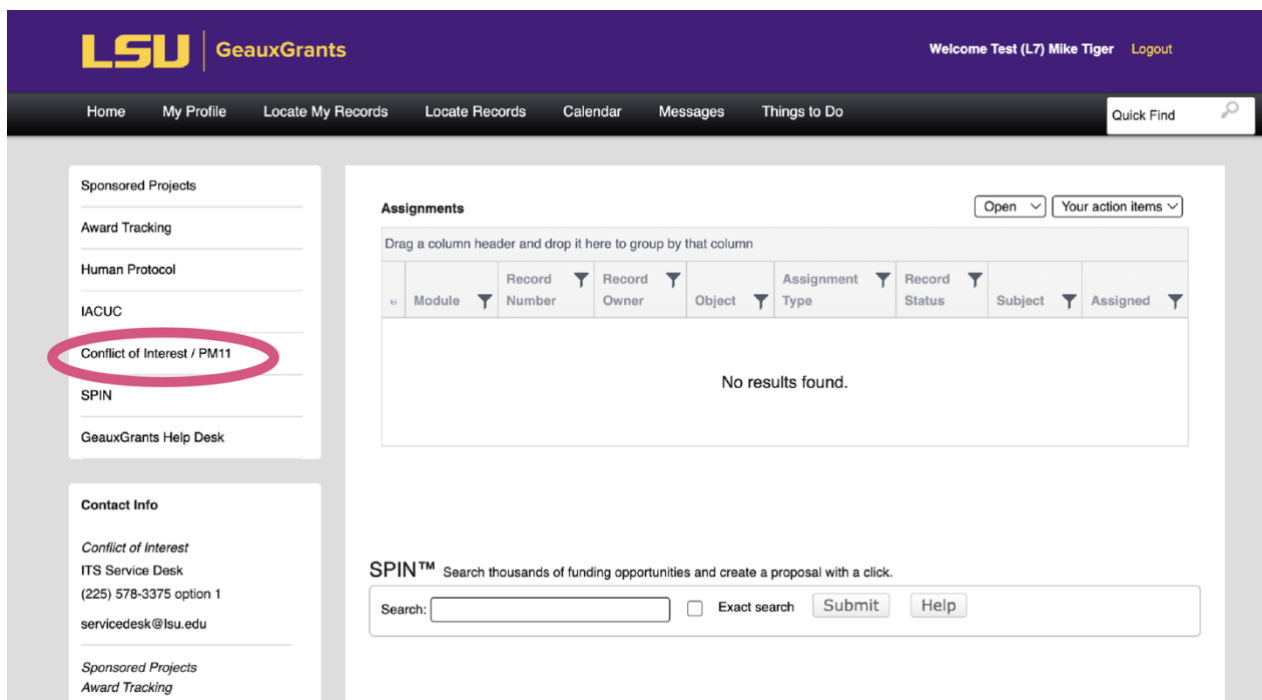


Figure 1 - GeauxGrants Landing Screen

Create a New Disclosure

Select the button “Create/Update Disclosure” from the Conflict of Interest module screen (Figure 2). You will then need to select what kind of Conflict of Interest you need to disclose. In this case, select “New/Update” from the PM-11 panel (Figure 3).

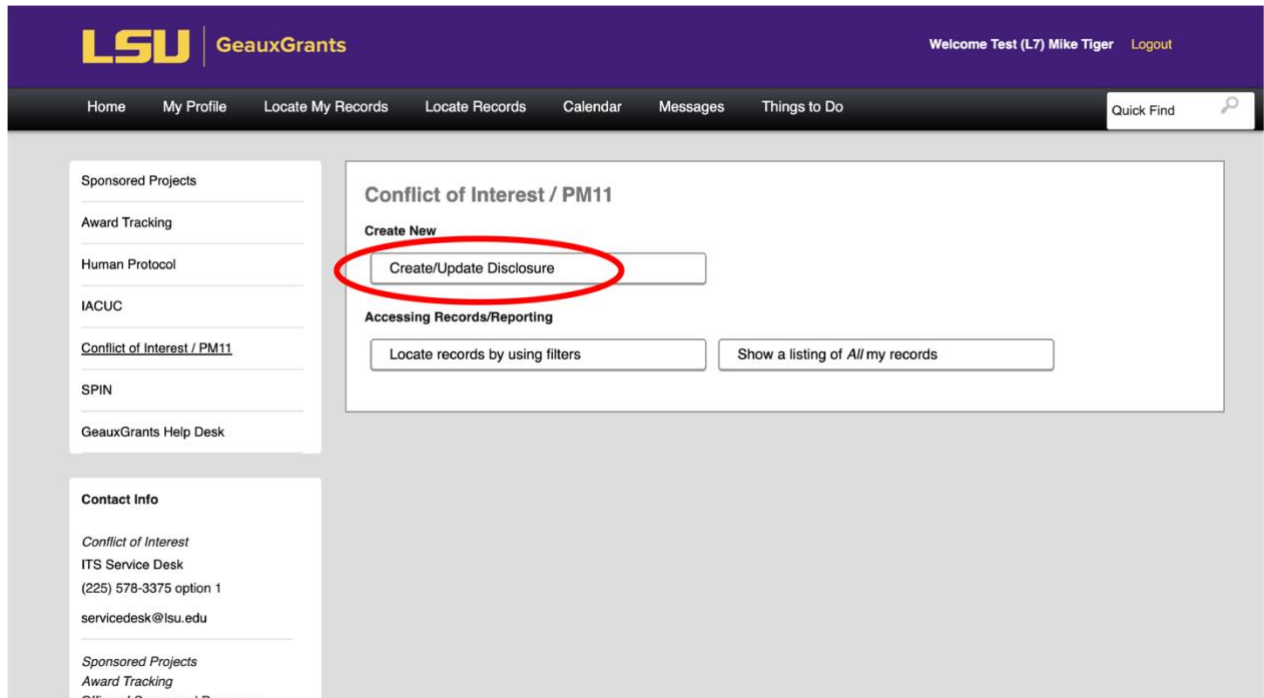


Figure 3 - Conflict of Interest Module Screen

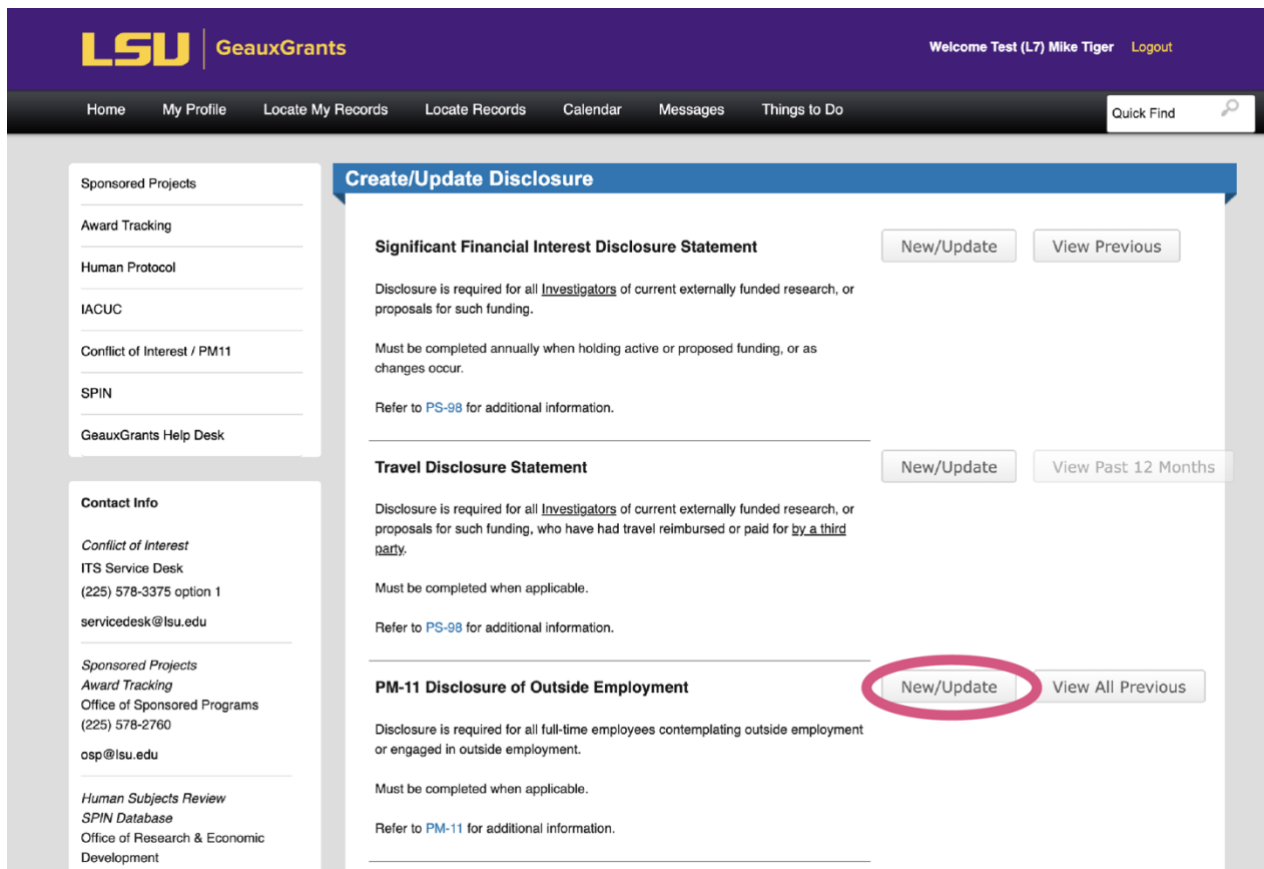


Figure 2 - Create New Disclosure

Complete the Electronic PM-11 Form

GeauxGrants Disclosure of Outside Employment
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Save Submit

PM-11 DISCLOSURE OF OUTSIDE EMPLOYMENT

Instructions / Introduction

Louisiana State University Permanent Memorandum Number 11 requires that all full-time employees of the LSU System comply with its provisions and disclose all outside employment as defined within it. Disclosure is required for each outside employment event. Blanket approvals will not be granted. Employees are required to become familiar with PM-11 before completing this form.

If outside employment requires approval by the Executive Vice President & Provost or the President, the employee must follow the certification and contractual provisions of PM-11 under the Approval Level section for outside employment. All required documents shall be attached to and made a part of this Disclosure Form before submission through administrative channels for review by the President.
The uploaded file name must be less than 50 characters.

Annual leave must be submitted if outside employment activities take place during assigned working hours.

See policy at www.lsu.edu/administration/policies/pmfiles/pm-11.pdf.

Figure 4 - PM-11 Disclosure Form

Fill out the form with the appropriate information. Start typing the name of the employer and look for the dropdown menu item of the company (Figure 5).

EMPLOYEE DISCLOSURE

Employee Information

Employee Name: **Tiger, (L7) Mike the**
Title: **IRB/COI Investigator**
Department: **LSUAM | Col of HSS | Geography and Anthropology | CC00119**

Outside Employment Information

Name of Employer

Employer is required. To add an entity, begin typing the name (do not use acronyms)

- Select the name from the drop down menu
- If the employer name is not in the drop down list, search for "Not Found" and select "Not Found (*)". A text box to enter the employer name will appear below

Start typing to locate entries ← **Type Company Name Here**

Time commitment required within the next 12 months

Amount: Frequency:

Outside Employment Activity Information:

Estimated total earnings from this activity in the next 12 months:

Dates of proposed activity:

Start Date: End Date:

Figure 5 - Outside Employment Information

If it is not there, type "Not Found" and enter the employer name in the text box below (Figure 6).

EMPLOYEE DISCLOSURE

Employee Information

Employee Name: **Tiger, (L7) Mike the**
Title: **IRB/COI Investigator**
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Outside Employment Information

Name of Employer

Employer is required. To add an entity, begin typing the name (do not use acronyms)

- Select the name from the drop down menu
- If the employer name is not in the drop down list, search for "Not Found" and select "Not Found (*)". A text box to enter the employer name will appear below

Not found (*)

← **Enter and then Select "Not Found"**

Actual Name of employer or business:

Tiger Consulting LLC

← **Then enter name of company**

Time commitment required within the next 12 months

Amount:

Frequency:

Outside Employment Activity Information:

Estimated total earnings from this activity in the next 12 months:

Dates of proposed activity:

Figure 6 - Company Not Found

Select the range of dates that best describes your working period. Select the compensation amount range as accurately as possible (Figure 7).

Outside Employment Information

Name of Employer

Employer is required. To add an entity, begin typing the name (do not use acronyms)

- Select the name from the drop down menu
- If the employer name is not in the drop down list, search for "Not Found" and select "Not Found (*)". A text box to enter the employer name will appear below

Coca-Cola Company (*)

Time commitment required within the next 12 months

Amount:

Frequency:

Outside Employment Activity Information:

Estimated total earnings from this activity in the next 12 months:

Dates of proposed activity:

Start Date:

End Date:

Yes No Is this entity foreign, non-US based and/or international?

State:

City:

Figure 7 - Employment Information

Yes/No Questionnaire

Answer the six yes/no questions as they relate to your proposed outside employment (Figure 8). Upload a contract if you have one.

Questionnaire

Yes No 1.This outside employment would be with a private entity currently doing or actively seeking to do business with the requestor's unit at the University

Yes No 2.This outside employment would involve teaching at another institution which results in University level credit.

Yes No 3.This outside employment would involve providing professional, personal, consulting, and social services to a department, commission, council, board, office, bureau, committee, institution, agency, government, corporation, or any other establishment of the Executive Branch of the State of Louisiana.

Yes No 4.This outside employment would be conducted on University time or will utilize University property or services, excluding publicly available resources.

Yes No 5.This outside employment would yield results which advance a theory or practice in the requestor's field.

Yes No 6.This outside employment would result in compensation received to assist in the passage or defeat of state legislation during the fiscal year in which the legislation was pending in the legislature.

Yes No Is there a contract or other supporting documentation concerning this disclosure?

Employee Certification

I will explain to the proposed outside employer that:

1. I do not represent said outside employer as an employee of the University in any manner
2. Any views I express on behalf of an outside employer do not necessarily reflect the view of the University, and
3. In no way may the name of the University nor my official University capacity be used in support of any position I may take on behalf of said outside employer

Furthermore, I certify that University personnel, laboratories, and equipment will not be used in connection with outside employment other than as provided in PM-11.

My approval attests to my understanding of and compliance with PM-11.

When you are finished please click **SUBMIT** at the top of the page to submit your disclosure.

Figure 8 - PM-11 Questionnaire

Finally, you must check the Employee Certification box which serves to attest to your understanding and compliance with PM-11.

Submit Form

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Click here to submit →

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Figure 9 - Submit Form

Once you have completed and certified the form, scroll to the top of the form. Click "SUBMIT" to submit and close the form (Figure 9). The form will then be routed through the review process for approval.

If you have not completed the form but wish to save what you have already entered, click “SAVE” before closing the window.

Once you have submitted the form, you can simply close any open windows or log out. Your form will be routed through several levels of approval (Department, College, Office of Research & Economic Development). You will receive notification when the routing has been completed and the disclosure has been approved.