Overview: To protect the university’s primary mission and to comply with state ethics laws, it is essential that university employees report any outside activities to ensure that there are no conflicting issues.

- Required annually for employees at 50% FTE and above or employees who participate in research
- Updated within 30 days from the acquisition or discovery of a new outside activity
- Reports activities in prior 12 months and requests permission for anticipated activities in next 12 months
- Must receive approval before engaging in any outside activities

Review Responsibilities: As a supervisor it is your responsibility to:

- Ensure employees under your supervision have completed an OAR by the required date
- Review submitted OAR forms
- Check for any conflict of interest or conflict of commitment as it relates to an employee’s university responsibilities

Conflict of Interest vs Conflict of Commitment:

- A conflict of interest is a situation in which financial or other personal considerations have the potential to compromise or bias professional judgment and objectivity.
- A conflict of Commitment occurs when time or effort that an employee devotes to external activities interferes with the fulfillment of assigned university responsibilities OR an employee makes unauthorized use of university resources in the course of an external activity.

How to approve a submitted OAR request

1. Supervisors will receive a weekly email alert indicating the number of OARs completed, not completed, and pending review; click on the link in the email or navigate to the OAR system on the university website.

2. Sign in using your central log in account.

3. Click on review reports pending review.
4. **A.** If you have multiple employees without any outside activities, you will see a “Batch Approver with no Collateral Employment or Conflict of Interest” button that allows you approve multiple employees in this category at once.

**B.** To view individual reports, click on view in the action column or click on the employee’s name.

5. Review employee’s outside activity report:
   - Select “return” to add a message and send the report back to the employee.
   - To approve the report, select certify and answer if the report contains either a conflict of interest or conflict of commitment. Once you submit the report it will be sent to the department head for review and you will be returned to your home dashboard.

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**What should I look for when reviewing Outside Activity Reports?**

**Is the form complete?** This is more than making sure the submitter has filled in something for each question asked; as the supervisor, may know of an activity not listed or a description provided may be too vague to determine exactly what is being done.

**Is it accurate?** Based on personal or professional knowledge, the information provided may raise questions as to its accuracy. If appropriate, the reviewer should request verifying information.

**Does approving create a conflict of Interest?** Conflicts of interest in research are generally identified and managed by the Office of Research: Ethics in Industry Engagement Office. Please contact this office if you think an outside activity constitutes a conflict of interest or have any questions.

**Does approving an employee’s collateral employment create a conflict of commitment?** If you have questions or concerns about an outside activity leading to a potential conflict of commitment, you can clarify with your employee what the outside activity entails.