

UNLV **OUTSIDE ACTIVITY REQUEST**

PROCESS TIP SHEET

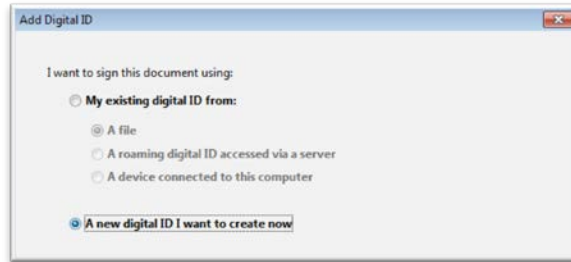
EMPLOYEE REQUEST	Employee completes the Outside Activity Request form to request approval to engage in outside activities for which he/she will be compensated prior to performing the activity .
SUBMIT TO SUPERVISOR	Upon completion of the form, the employee will electronically sign and forward the form to his/her chair/supervisor ⁱ .
SUPERVISOR REVIEW	The chair/supervisor will review the request and approve, approve with modifications, ⁱⁱ or deny approval of the activity based on the UNLV Conflict of Interest (COI) policy . If the request is denied, the supervisor must provide reasons based on UNLV policy. The chair/supervisor will electronically sign the form and forward the form to the dean/director for review.
DEAN/DIRECTOR REVIEW	The dean/director will review the request and approve, approve with modifications, ⁱⁱ or deny approval of the activity based on the UNLV COI policy. If the request is denied, the dean/director must provide reasons based on UNLV policy. The dean/director will electronically sign the form.
FEDERALLY FUNDED INVESTIGATORS	Federally funded investigators will require review from the Vice President for Research and Economic Development for all requests involving a modification or management plan or resulting in compensation greater than \$5,000. After review from the supervisor and dean/director, the request should be electronically submitted to ORI@unlv.edu .
DUAL APPROVED	If both the supervisor/chair and the dean/director approve the request, the request is electronically filed ⁱⁱⁱ with the dean. Electronic copies are sent to both the employee and the supervisor/chair.
DISAGREEMENT OCCURS	If the supervisor/chair and the dean/director do not agree OR there is a failure to develop a mutually agreed upon management plan with the employee, the request is electronically sent to the Office of the Vice Provost for Faculty, Policy and Research (ORI@unlv.edu). The request will then be reviewed by the Conflict of Interest Committee, a standing committee appointed by the Executive Vice President and Provost.
COI COMMITTEE	<p>The Conflict of Interest Committee will review outside activity requests when agreements cannot be reached and will make management plan recommendations to the Executive Vice President and Provost who will render a final decision.</p> <p>The COI Committee will also review all significant financial interests disclosed by federally funded investigators^{iv} in order to determine if a financial conflict of interest exists.</p>
FINAL DECISIONS	The final decision of this process may be grieved in accordance with the grievance procedures described in the UNLV bylaws. The Executive Vice President and Provost will be the respondent of these grievances. ^v

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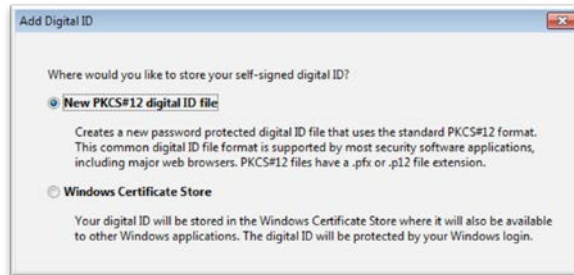
ELECTRONIC SIGNATURES

The Outside Activity Request form utilizes Adobe electronic signatures. If you have already created an Adobe digital ID, you will be able to use your existing digital ID to sign the document. If you have not previously created an Adobe digital ID, you can create one now.

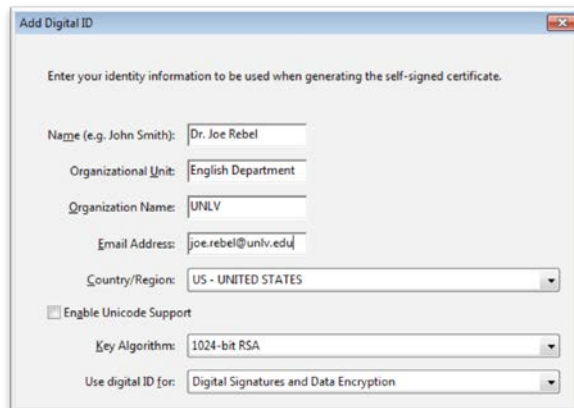
- Click Signature field in the file
- A window will pop-up; select the radio button to select “A new digital ID I want to create now.”



- In the next window that appears, select the option “New PKCS#12 digital ID file.”



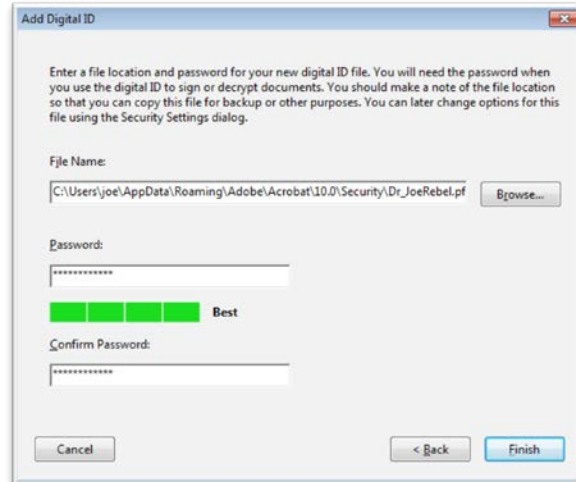
- Next, you will be prompted to enter your Name, Organizational Unit (Enter your Unit), Organization Name (Enter UNLV), and Email Address. Please leave all other items set at their default settings.



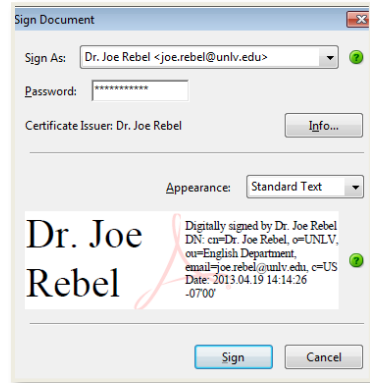
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ELECTRONIC SIGNATURES (CONT'D)

- Finally, you will be asked where you would like to store your new digital ID. Once you have chosen your location (the default location is recommended), enter a password and confirm this password. This password will be needed to use this digital ID now and in the future.



- After entering your password, click finish



After you click Finish you will be asked to enter your password before you can sign. Again, make sure your application is complete before you click Sign.

FILE NAMING

Many employees will complete more than one request in a year, therefore naming is important for tracking purposes. For consistency, everyone is asked to use the following naming convention:

- Employee signed copy: YEAR-COI-UNITCODE-LASTNAME-FIRSTNAME-NUMBER.pdf (2013-COI-ACC-SMITH-JANE-1.pdf)
- Supervisor/department chair signed copy: YEAR-COI-UNITCODE-LASTNAME-FIRSTNAME-NUMBER-SUPERVISORINITIALS.pdf (2013-COI-ACC-SMITH-JANE-1-DC.pdf)
- Dean/Unit Head signed copy: YEAR-COI-UNITCODE-LASTNAME-FIRSTNAME-NUMBER-SUPERVISORINITIALS-UNITHEADINITIALS.pdf (2013-COI-ACC-SMITH-JANE-1-DC-UH.pdf)

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ELECTRONIC SUBMISSION

To support the secure electronic transfer of these files, the recommended tool to use is the UNLV Secure File Transfer (<https://sharefiles.oit.unlv.edu>). Users of this service can login with their Lotus Notes web login or they can create an account.

Assistance on the use of UNLV Secure File Transfer service can be found at <http://oit.unlv.edu/sharefiles>.

TROUBLE- SHOOTING

Adobe Digital IDs

- Creating an Adobe Digital ID ([Video](#))
 - Using an existing Adobe Digital ID ([Video](#))
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ⁱ The supervisor is the University official designated by the Executive Vice President and Provost to review SPOCS / COI approvals/ disclosures for a given unit. For all academic and administrative faculty in academic departments or schools, this is the department chair or school director. For academic and administrative faculty in a college but not a department or school, this is the dean. For academic or administrative faculty in an area under the Provost outside a college, this is the relevant Vice Provost (for Academic Resources and Decision Support, this is the Vice Provost for Faculty, Policy and Research). For academic or administrative faculty in support divisions, this is the relevant Vice President (or the General Counsel), who may delegate this authority one reporting level down for their employees. For all vice presidents, deans and vice provosts, the supervisor is the EVPP. For the EVPP, the supervisor is the President. For the President, as per NSHE Code 4.3.8, the supervisor is the Chancellor. In all cases, the relevant dean or vice president is responsible, under NSHE Code 4.3.9, to maintain requests, approvals and disclosures as confidential documents and part of the personnel dossier.

ⁱⁱ Management plans will be used to help the employee modify the request to comply with UNLV and NSHE policy. For federally funded investigators, the management plan, at a minimum, will describe the role and principal duties of the conflicted investigator in the research project; conditions of the management plan; how the management plan is designed to safeguard objectivity in the research project; and confirmation of the investigator's agreement to the management plan through signature.

ⁱⁱⁱ In lieu of a document management system, at this time colleges/units are requested to keep a copy of all requests in a secure electronic location, such as the unit Novell file share or unit server.

^{iv} All requests from federally funded investigators requiring a management plan or resulting in more than \$5,000 in compensation will automatically be reviewed by the Conflict of Interest Committee and require the signature of the Vice President for Research and Economic Development.

^v <http://facultysenate.unlv.edu/faculty/grievances>