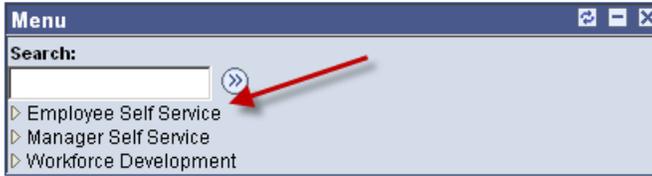


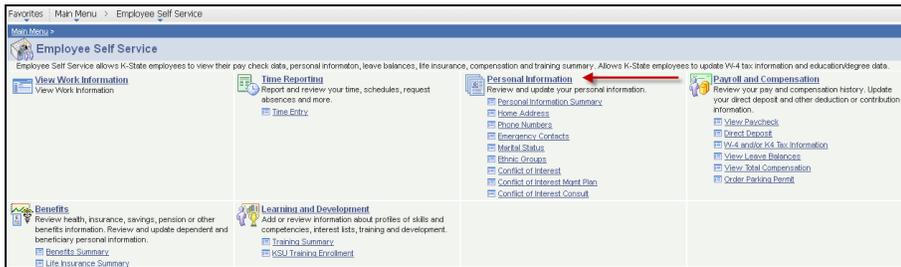
# Electronic Conflict of Interest Declaration – Employee Submission

Getting Started:

1. Log in to HRIS <https://www.as.ksu.edu/psp/HRIS> using your eid and password:



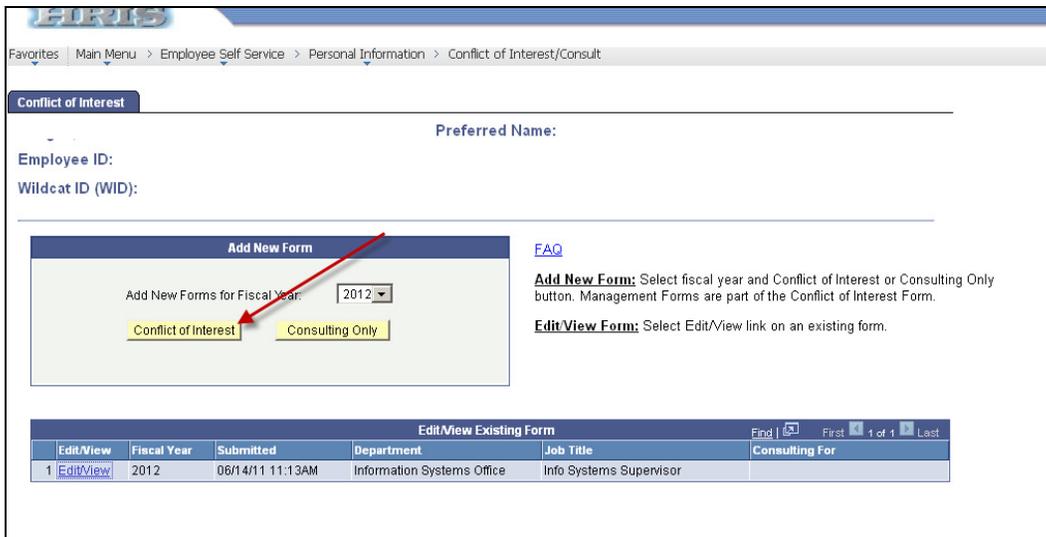
2. Click on Employee Self Service:



3. Select Conflict of Interest from the Personal Information menu:



4. To complete a Conflict of Interest Declaration, verify the correct fiscal year for the declaration and click the **Conflict of Interest** button.





**Form A Section B**

**SECTION B - CONFLICT OF TIME COMMITMENT** The Board of Regents recognizes the value of faculty and staff interaction with business, industry and private foundations and government agencies to foster the missions, facilitate professional development, and promote expansion of knowledge.

However, the Board of Regents' policy indicates that external activities of faculty and staff, such as consulting, outside employment, public service, pro bono work, or serving as an officer of an external entity, even without compensation, can result in real or apparent conflicts regarding commitment of time or effort.

The policy states that faculty members and unclassified staff of Regents' institutions owe their primary professional responsibility to their employment institutions, and their primary commitment of time and intellectual effort should be to the education, service, research and scholarship missions of said institution. Faculty and unclassified staff should maintain a presence on campus commensurate with their appointments.

External activities that take time away from University responsibilities should be discussed with the department chair or other immediate supervisor to obtain their concurrence that the activities do not constitute a conflict of time commitment. This concurrence should be obtained prior to engaging in external activities.

9. Questions 6 and 7 relate to the Regent's policy. You must agree to reading the policy on question 6 and answer appropriately to question 7 before moving to the review of Form A.

**Form A - Questions 6 & 7**

I have read and I understand the Regents' policy on Commitment of Time, Conflict of Interest, Consulting and Other Employment. BOR policy can be accessed at [www.kansasregents.org/policies\\_procedures](http://www.kansasregents.org/policies_procedures)

No       Yes

In light of Regents' policy, some of my external activities may appear to an independent reasonable observer to create a conflict of time or effort.

No       Yes

10. Review: Review the answers submitted on Form A. Make any necessary corrections and click next:

**REVIEW**

**Section A - Conflict of Interest**

|                                      |                                     |                                      |
|--------------------------------------|-------------------------------------|--------------------------------------|
| Question 1. Ownership                | No <input checked="" type="radio"/> | Yes <input type="radio"/>            |
| Question 2. Compensation             | No <input checked="" type="radio"/> | Yes <input type="radio"/>            |
| Question 3. Office                   | No <input checked="" type="radio"/> | Yes <input type="radio"/>            |
| Question 4. Fees and Commissions     | No <input type="radio"/>            | Yes <input checked="" type="radio"/> |
| Question 5. Single 24-hours Activity | No <input type="radio"/>            | Yes <input checked="" type="radio"/> |

**Section B - Conflict of Time Commitment**

|  |                                     |                                      |
|--|-------------------------------------|--------------------------------------|
| Question 6. Understand Regents Policy  | No <input type="radio"/>            | Yes <input checked="" type="radio"/> |
| Question 7. Conflict of time or effort | No <input checked="" type="radio"/> | Yes <input type="radio"/>            |

11. If "No" is answered for all questions on Form A except question 6, then no Form B is required. Click the box stating that you agree to the declaration and click submit.

**NOTE:** The **Submit** button must be selected to complete the declaration for approval.

DECLARATION: I, , declare that this report of financial interest and potential conflict of interest has been examined by me and to the best of my knowledge and belief is a true, correct and complete statement. I have read the Regents' Commitment of Time, Conflict of Interest, Consulting and Other Employment Policies and I have complied with consulting approval policies and procedures of K-State. I have complied with federal conflict of interest policies and regulations. Also, I understand that Regents' policy states that failure to file this statement as required or intentionally filing a false statement may result in disciplinary action. Any changes to this statement will be reported prior to proposal submission.

I agree to the Declaration of Conflict of Interest

<< Back Save Submit

12. If Form B is required, complete the necessary questions. Only the required Form B questions will be shown.
13. During completion of Form B, the **Mgmt Plan** button will appear. If a Management Plan is required due to a possible conflict of interest, you may click on the **Mgmt Plan** button at any time and complete a Management Plan. The plan will be submitted for approval with the Conflict of Interest Declaration when the **Submit** button is selected. Following completion of a Management Plan, the **Mgmt Plan** button will remain visible.
14. At the completion of Form B, check the box to agree to the Declaration of Conflict of Interest in order to submit for approval. If a consulting form was required, it will be required prior to submission.

Form B: Disclosure Statement of Financial and/or Time Commitment Interest

H. DECLARATION: I, Betty Jones, declare that this statement of significant financial interest and time commitments (including accompanying pages and statements) has been examined by me and to the best of my knowledge and belief is a true, correct and complete statement of all my significant interests and other matters required by law. I have read and agree to abide by federal and Regents' conflict of interest policies and K-State policies and procedures. Also, I understand that Regents' policy states that failure to file this statement as required or intentionally filing a false statement may result in disciplinary action. Any changes to this statement will be reported when the information becomes known to me.

I agree to the Statement of Conflict of Interest

<< Back Mgmt Plan Save Submit

15. After submission you will receive the following message. If your Dean or Department Head requires additional information, they may reject your declaration. In the event of a rejection, an email will be sent to inform you that you must correct and re-submit the Declaration of Conflict of Interest.

Form B: Disclosure Statement of Financial and/or Time Commitment Interest

This Conflict of Interest Form has been submitted.

16. If the Conflict of Interest Declaration was rejected you may add additional information by logging in to HRIS <https://www.as.ksu.edu/psp/HRIS> using your eid and password:
17. Click the **Search** button for the appropriate fiscal year and the rejected document will be available for edit and re-submission.

**Conflict of Interest**

Enter any information you have and click Search. Leave fields blank for

[Find an Existing Value](#) [Add a New Value](#)

Limit the number of results to (up to 300):

Year:

[Search](#) [Clear](#) [Basic Search](#)  [Save Search Criteria](#)

[Find an Existing Value](#) | [Add a New Value](#)

18. The Conflict of Interest Declaration will load beginning with Form B. To review form A, click the [<< Back](#) button.

**DECLARATION**

DECLARATION: I, Betty Jones, declare that this report of financial interest and potential conflict of interest has been examined by me and to the best of my knowledge and belief is a true, correct and complete statement. I have read the Regents' Commitment of Time, Conflict of Interest, Consulting and Other Employment Policies and I have complied with consulting approval policies and procedures of K-State. I have complied with federal conflict of interest policies and regulations. Also, I understand that Regents' policy states that failure to file this statement as required or intentionally filing a false statement may result in disciplinary action. Any changes to this statement will be reported prior to proposal submission.

[<< Back](#) [Next >>](#) [Consult](#) [Save](#)