Electronic Conflict of Interest
Review and Approval Tutorial for Supervisors/Managers

Getting Started – Supervisor/Management Approval

1. Log in to HRIS https://hris.k-state.edu/ using your K-State eID and password.
2. Click on Manager Self Service.

3. Select Conflict of Interest Approval from the Job and Personal Information menu.

4. Click **Search** to display the list of all employees that have a Conflict of Interest Declaration awaiting approval.

5. Employees from the manager’s department awaiting approval are displayed.
6. Click on the employee name or id to review the declaration.

7. Review Form A. If Form B, a Management Plan or a Consulting Form was submitted, it will be available for review by clicking on the appropriate tab.

8. Approval may only be completed by clicking the tab. If a Conflict of Interest form and a consulting agreement are both included, the tab will approve all documents.

9. If in your opinion and pursuant to the policy there is no conflict of interest, select the option “There is no Conflict.”

10. Select to complete the review.
11. If a Management Plan is required, has been submitted and it properly manages the conflict of interest, select “A potential conflict exists.”

12. Select [Accept] to complete the review.

13. If changes or additions are required to any of the forms, or if a Management Plan needs to be added because a potential conflict of interest exists, the COI must be rejected.

First, select the option “A potential conflict exists.”

Then, enter the “KSU Rejection” reason into the box. The KSU Rejection reason will be emailed to the employee so that he/she may change or add information and re-submit the Conflict of Interest Declaration for approval.

14. Select [Reject] to complete the Review.
15. Once the declaration is accepted or rejected, the Accept and Reject options will be unavailable. The Approval Date will appear next to the name of the approver. The date stamp acts as the official acceptance or rejection of the form(s). The date and name of the actual approver or designee will appear following a refresh of the screen.

16. To continue with additional approvals, click Next in List or Return to Search.
I have reviewed the (potential) conflicts of interest and/or conflicts of time commitment with the above-named individual, and procedures have been implemented to manage the (potential) conflicts. As implemented, these management practices should ensure that none of the above-referenced conflicts or potential conflicts will interfere with the performance of the individual's teaching, research, and/or professional service activities.

- **There is no conflict**
- **A potential conflict exists.**

**Manager Tutorial Tips for Accept and Reject:**
- If you select “There is no conflict,” then select Accept.
- If you select “A potential conflict exists” and a management plan has been developed to manage the conflict, then select Accept.
- If you select “A potential conflict exists,” but more information is needed, select Reject and enter the reason into the KSU Rejection box.

Rejection reasons may include (1) a management plan has not been submitted, (2) a potential conflict was declared in Form A, but Form B is blank, (3) changes or additions are required to one or more of the forms (Form A, Form B, Management Plan, or Consulting Form).

**Supervisor:** Wildcat, Willie
**For Dept.:** Miller, Harvey
**For Provost:** Jones, Susan
**For Provost:** Mason, April C

<table>
<thead>
<tr>
<th>KSU Rejection</th>
<th>Approved Date</th>
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<td>06/15/2018</td>
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Agreement to the statement of Conflict of Interest and clicking the Accept button serves as your electronic signature.