

# Completing the RIT Conflict of Interest Questionnaire in Oracle – User Guide

## Background

To help ensure that RIT and its employees are not compromised by even the appearance of a conflict, employees must report outside activities to their immediate supervisors. Outside activities are defined as relationships, commitments, or activities on the part of the employee or his/her family that might present or appear to present conflicts of interest or commitment with regard to the employee's employment at RIT. Outside activities may be uncompensated or they may involve financial or fiduciary obligations. Outside activities should be reported upon employment, annually thereafter, and any time circumstances arise that may create conflicts of interest or commitment. When a supervisor determines that conflicts of interest or commitment exist, the supervisor, in consultation with the employee, shall develop a plan to manage or eliminate the conflict. The disclosed outside activities of an employee and any resulting management plan must be approved by two levels of management, beginning with the immediate supervisor. Unresolved conflicts shall be referred to the Individual Conflict of Interest and Commitment Committee (ICIC Committee). Decisions of the ICIC Committee can be appealed to the Provost or division vice president, whose determination is final.

Additional information is contained in “[The Procedures for the Implementation of the Individual Conflict of Interest and Commitment Policy](#)”.

## Oracle

The steps to completing the conflict of Interest submission in Oracle are listed below. Your supervisor will be notified when you have completed the Conflict of Interest questionnaire. A supervisor is determined by Oracle's hierarchy. If this information needs to be updated, please contact Oracle customer service at x5-4905.

## Questions

Questions about the Individual Conflict of Interest and Commitment process may be directed to RIT's Assistant Vice President, Compliance & Ethics at (585) 475-6111. Oracle questions should be directed to the ITS Service Desk at (585) 475-4357.

## Section One: Oracle Conflict Reporting Instructions (all employees)

### Oracle

- 1) Log in to <https://myinfo.rit.edu/>
- 2) Choose **RIT Employee Self-Service**.
- 3) In the right-hand column, you'll see a Conflict of Interest section with four selections, *My Conflict of Interest – Part 1*, *My Conflict of Interest – Part 2*, *My Conflict of Interest – Part 3*, and *My Management Plan*.

### ***My Conflict of Interest– Part 1***

Use this section to report any potential conflicts of interest or commitment (or to report no conflicts of interest).

- 1) Select **My Conflict of Interest – Part 1**. You're now at the *My Conflict of Interest-Part 1: Extra Information* screen.
- 2) Select **Click here to create new submission** and choose **Yes** or **No** for each of the six questions. (If you're not sure if an activity is a conflict of interest, choose **Yes**. Your supervisor will determine if the activity is a conflict of interest.)
- 3) Click on **Apply**. You'll be taken back to the *My Conflict of Interest-Part 1: Extra Information* screen and your answers from the previous screen will now be in the table.
- 4) Click on **Next**. Review the information.
- 5) Click on **Submit**. You'll be taken to the *Confirmation* screen. If you answered **No** to all six questions, click on the **Home** button. Congratulations, you've completed the annual Conflict of Interest requirement.
- 6) If you answered **Yes** to one or more of the questions numbered 1-4 in Part 1, you must fill out Part 2.
- 7) If you answered **Yes** to either question 5 or 6, you must complete Part 3.

## ***My Conflict of Interest – Part 2***

If you answered **Yes** to one or more of the questions numbered 1-4 in Part 1, use this section to provide detailed information about potential conflicts of interest or commitment.

- 1) Select **Click here to add new submission** to provide information about your potential Conflict of Interest.
- 2) Answer the questions in the boxes provided. Then click **Apply**.
- 3) You'll return to the *Extra Information* screen. The information you provided about the Conflict of Interest will appear in the table. If you have additional conflicts of interest to report, select **Click here to add new submission** for each additional potential conflict.
- 4) Click **Next**. You'll be taken to the *Review* screen.
- 5) Review the information and click **Submit**. (If you need to make changes, click **Back**.) You'll be taken to the *Confirmation* screen.
- 6) Click on **Home** to return to *Employee Self-Service*.

***Your manager and second level supervisor will review your potential Conflicts of Interest or Commitment. Your supervisor and second level supervisor will work with you to create a Management Plan if a potential conflict does exist.***

## ***My Conflict of Interest – Part 3***

If you answered **Yes** to either question 5 or 6 in Part 1, use this section to provide detailed information about potential conflicts of interest or commitment.

- 1) Select **Add** to provide information about your potential Conflict of Interest.
- 2) Answer the questions in the boxes provided. Then click **Apply**.
- 3) You'll return to the *Extra Information* screen. The information you provided about the Conflict of Interest will appear in the table. If you have additional conflicts of interest to report, select **Add** for each additional potential conflict.
- 4) Click **Next**. You'll be taken to the *Review* screen.
- 5) Review the information and click **Submit**. (If you need to make changes, click **Back**.) You'll be taken to the *Confirmation* screen.

- 6) Click on **Home** to return to *Employee Self-Service*.

*All information provided in Part 3 will be forwarded to the Chief Risk & Compliance Officer and the Office of the Vice President for Research for review as required to meet PHS regulations.*

## ***My Management Plan***

Use this section to view a management plan supplied by your manager and second level supervisor for any conflicts of interest and commitment.

- 1) Choose **My Management Plan** from RIT Employee Self Serve. You'll be taken to the *Management Plan for Person* screen.
- 2) Select a **specific management plan from the View column**. You'll be taken to the *View Management Plan* screen.
- 3) View the specific management plan. Then select **Return to View Management Plan**.
- 4) Review any other management plans available. Then choose **Home** to return to *RIT Employee Self Serve*.

## **Section Two: Supervisor Instructions**

### ***Oracle***

- 1) Log in to <https://mybiz.rit.edu>
- 2) Choose **RIT Supervisor Conflict of Interest**.
- 3) In the right-hand column, you'll see a Conflict of Interest section with two selections, *Review Conflict of Interest* and *Review Management Plan*.

### ***Review Conflict of Interest***

Use this section to review and confirm conflicts of interest submitted by employees you supervise.

- 1) Select **Review Conflict of Interest**. You'll be taken to the *Review Conflict of Interest: People in Hierarchy* screen. On this screen you'll be able to choose from employees within your hierarchy.
- 2) Select the **Action** button next to the name of the employee you want to view. You'll be taken to the *Review Conflict of Interest: Extra Information* screen.
- 3) Select **Review** in *Part 2 and/ or Part 3*.
- 4) After consulting with the second level supervisor indicate whether a specific submission is a conflict of interest or commitment. Select **Yes** or **No** from the *Conflict of Interest?* dropdown menu. Click **Apply**.
- 5) You'll be taken back to the *Review Conflict of Interest: Extra Information* screen. Continue selecting **Part 2 or Part 3 Review** if additional potential conflicts were indicated.
- 6) When you've finished updating each potential conflict, choose **Next** to go to the *Review Conflict of Interest: Review* screen. Select **Submit**.
- 7) You'll be taken to the *Confirmation* screen. Select **Home** to return to Oracle.

- 8) If a conflict of interest or commitment does exist, a management plan created by the first and second level supervisor is required. The plan must be signed by the employee, first level supervisor and second level supervisor. The signed plan is to be uploaded into Oracle using the procedure below under *Review Management Plan*. Contact RIT's Chief Risk & Compliance Officer at (585) 475-4903 for assistance with Management Plans.

## ***Review Management Plan***

Use this section to review existing Management Plans or upload a Management Plan. Begin by selecting **Review Management Plan** from *RIT Supervisor Conflict of Interest*.

1. Choosing **Review Management Plan** takes you to the *People in Hierarchy* screen. Select the **Action** button next to the name of the employee you want to view.
2. This takes you to the *Management Plan for Person* screen. Select **Click to Create Management Plan**. Complete the fields.
3. Click on the **Add Attachment** button.
4. In the *Define Attachment* section, you may upload a File by clicking **Browse** and navigating to the file on your computer, providing a URL to a web page, or providing a text explanation of the management plan. If you need to provide more than one Management Plan, click on **Add Another**. When you're finished, click on **Apply**.
5. You'll be taken to the *Confirmation* screen, where your Management Plans will be listed. Click on **Update** or **Delete** if changes are necessary.
6. Select **Apply**. You'll be taken to the Confirmation for Management Plan for Person screen.
7. Create the additional management plans as needed following the steps above.
8. Select **View** for the management plan(s) that was just uploaded.
9. Select **Verify** to confirm the plan. Once a plan is verified it cannot be changed or deleted.
10. Select **Home**