

Training 2013

USF Health Office of Faculty Affairs

USF Regulations/Policies for Outside Activity

 University Regulation: 10.107 Faculty Ethical Obligations: Conflicts of Interest and Outside Employment; Employment of Relatives; Seeking or Holding Public Office (eff. 10/5/03, rev. 11/17/09)

USF Health: Conflict of Interest Policy (eff. 03/17/03, rev. 06/01/08)

Basic Information

- Faculty Members engaging in a <u>compensated</u> <u>activities</u>, or activity that <u>may create a conflict</u> <u>with their USF employment</u>
- MUST REPORT such activity
- PRIOR TO engaging in the activity
- USF Health Faculty use the ROAD system. Icon is found on the lower left of the Faculty Affairs Homepage:

http://health.usf.edu/facultyaffairs/index.htm

Outside Activities Steps

- 1. Identify Outside Activities
- 2. Submit Request in ROAD
- 3. Receive Conference Request or Approval
- 4. Submit Other Items*
- 5. Disclosures for Grants*

 Outside Activity: any private practice, private consulting, or other activity, compensated or uncompensated, which is not part of the employee's University duties and for which the University has provided no compensation.

- Is the faculty member compensated by an outside source?
- Even if unpaid, is it or could it appear to be a conflict of interest or commitment with USF employment?
- Is it part of the faculty member's USF Health Assignment?

 Compensation means any salary; honorarium; benefits; services; fees; milestone payments; bonuses; equity interests and royalties; proprietary interests; warrants; grant funding; corporate underwriting; patent, trademark, copyright or license agreements commissions; payments; gifts; real property; the use of real property; tangible or intangible personal property; the use of tangible or intangible personal property; preferential rates or terms on a debt, loan, goods or services; or anything of value.

- Conflict of Commitment means a conflict of interest with University employment that primarily relates to issues of time allocation.
- Business Leave means activity outside your normal USF location that is within the assigned duties (e.g. annual meetings of a national association)

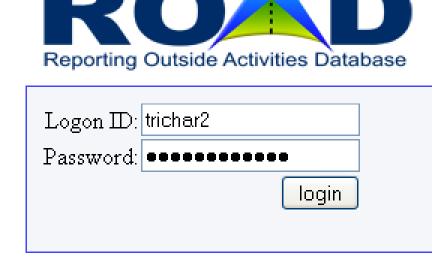
- Different Types
 - No Activity (Must report 1x at beginning of FY)
 - —One Time Event (1 Report)
 - Ongoing, Regular (1 Report per year)
 - Ongoing, Irregular (1 Report for every event)
 - Stand-by/Tentative (See No Activity)

- How soon do you have to report?
 - USF Health Policy: At least 2 weeks before to allow for processing through ROAD

FY2013 All Dept Total	Арр	oroved	De	enied	Avg Approval Time	Avg Denial Time	Final Action
966	1	91.20%	7	1.86%	5.51 d	20.1 d	5.81 d

 Better if submitted as soon as the faculty member knows about the activity

- http://health.usf.edu/facultyaffairs/
- Bottom left side under sidebar
- Login: Faculty member's HSC-ID e.g. jdoe21
- Completed by faculty only – no password sharing



- If nothing to report as of July 1 then select N/A (from Employer Category) and form will autocomplete. Click on Submit button.
- If have activity to report select from: <u>Employer</u>
 <u>Category</u> and <u>Employer Name</u> menus.
- If you are getting money from a source other than USF, the name of that entity/person is what is reported as the <u>Employer Name</u> in the on-line form.

- Funding Source
 - Who is paying the faculty member?
 - -Should not be USF, can be HPCC/CAMLS
 - Identify by name of entity/person
 - Not "Various" companies or law firms
 - Depending on type of company, this information might be available from the company directly to public based on federal involvement with these companies.

- Start Date and End Date
 - Not to exceed one fiscal year(July 1 June 30)
- Hours per week
 - Extrapolates to (hours) * (# of weeks)
 - Updates to system pending
 - Will be able to report < 1 hour/week</p>

- Equipment Use
 - Fill out if using USF equipment
 - E-mail, computer, phone, conference room
- Waive Patent Rights
 - Usually required by contract from outside
 USF
 - Answer "No" if not a contract requirement
 - If "Yes", goes to USF Office of Research
 Patents & Licensing for approval first
 - Also called Intellectual Property Rights

3. Receive Conference Request or Approval

- After submitted Supervisor can accept, seek a conference, or deny
 - Conference request will result in e-mail notice to Faculty Member
 - usually because entered incorrectly or unclear
 - Provide to conference requestor
 - Clarifying information
 - Ensure leave is submitted correctly
 - Other reasons

ROAD Cancellation feature

- Faculty members can cancel an activity:
 - prior to the activity occurring
 - and up to midnight of the first day of the event or activity
- Cancellations after midnight of the first day can be done through a request to OFA
- Requests cannot be edited after hitting the submit button

3. Receive Conference Request or Approval

 Faculty Member can sign in to see old requests to check status.

Tracking Infor	rmation						
Action			Performed By	Time		Resulting Status	
Denial Response	sent to Richards	on, Tara	SYSTEM	03/17/2009	10:21AM	DENIED	
Status Change:CO	ONFERENCE t	o DENIED	Nagle, Sandra	03/17/2009	10:21AM	DENIED	
Conference Requ	est sent to Richa	ardson, Tara	Nagle, Sandra	03/10/2009	08:56AM	CONFERENCE	
Status Change:AV	WAITING to Co	ONFERENCE	Nagle, Sandra	03/10/2009	08:56AM	CONFERENCE	
Approval Reques	t sent to Nagle,	Sandra	SYSTEM	03/10/2009	08:53AM	AWAITING	
Status Change: PI	ENDING to AV	VAITING	SYSTEM	03/10/2009	08:53AM	AWAITING	
Request Created			Richardson, Tara	03/10/2009	08:53AM	PENDING	
Conference Information							
Description	Held By	Tin	1e	(Conference	e Result	
We talked.	Nagle, Sand	i ra 03/1	17/2009 10:21AM	I	DENIED		

Note: Actions are in reverse chronological order

4. Submit Other Items

- If activity or travel time occurs during work hours or on either side of "lunch hour" must use annual leave
- Leave Request, unless after 5:00 pm or weekend days
 - Annual Leave (ALT) or Business Leave
- Clinic Cancellation (if applicable)
 - Use department process

5. Disclose for Grants

 A report can be printed out and attached to a grant proposal which requires disclosure of outside activity

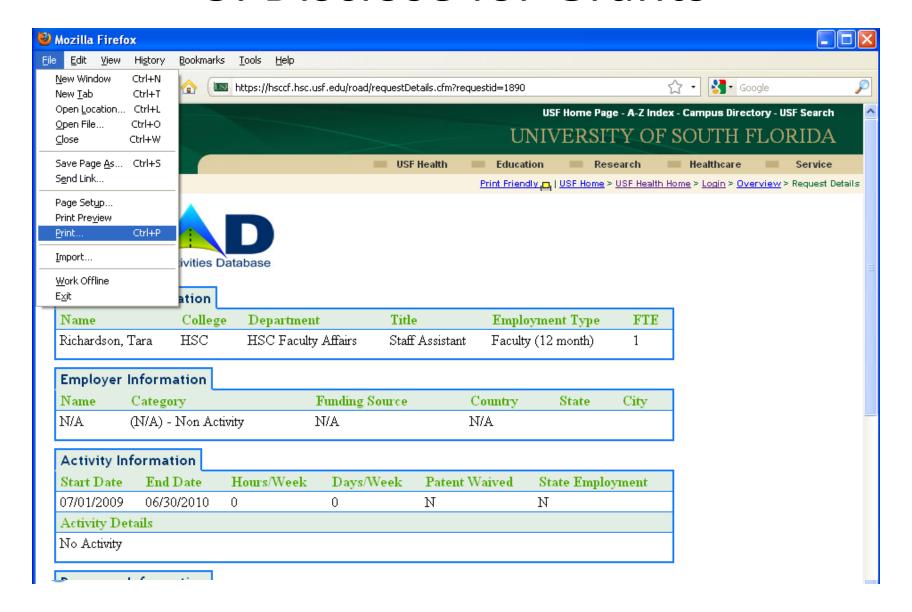




No requests to approve

Employer	Start Date	end Date	Status	Time Submitted	Last Action	Last Action Date	Performed By
<u>N/A</u>	07/01/2009			08/20/2009 11:54AM	Denial Response sent to Richardson, Tara	08/20/2009 01:10PM	SYSTEM
<u>N/A</u>	07/01/2008	06/30/2009	APPROVED	06/24/2009 02:51PM	Approval Response sent to Richardson, Tara	06/24/2009 09:45PM	<u>SYSTEM</u>

5. Disclose for Grants



Coming soon: ROAD 3.0

- Training through IT if sufficient interest
- New "self-complete" option for Employer and funding source
- Conference request that are unanswered will eventually be denied
- Improved language on some questions and refined routing logic
- New Action Area for Chairs
 - Additional opportunity to refine data

Learn More

USF Regulation 10.107

http://generalcounsel.usf.edu/regulations/pdfs/regulation-usf10.107.pdf

- USF Health Guidelines Conflict of Interest http://health.usf.edu/facultyaffairs/ConflictOfInterest.htm
- USF Health Conflicts of Interest and Commitment (Research Ofc)

http://health.usf.edu/research/compliance/coi usfpolicy.htm

Learn More—Cont'd

 FYI, Pharmaceutical and Device Manufacturer Relationships (MCOM)

http://generalcounsel.usf.edu/regulations/pdfs/regulation-usf9.019.pdf

Standards of Conduct for State Employees

http://www.leg.state.fl.us/statutes/index.cfm?App mode=Display Statute &Search String=&URL=Ch0112/SEC313.HTM&Title=-%3e2006-%3eCh0112-%3eSection%20313#0112.313