

Outside Activities?  
Take the fast track!

**ROAD**

Reporting Outside Activities Database

# 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 compensated activities, or activity that may create a conflict with their USF employment
- **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\*

\* If needed

# 1. Identify Outside Activities

- ***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.

# 1. Identify Outside Activities

- 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?

# 1. Identify Outside Activities

- **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**.

# 1. Identify Outside Activities

- ***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)



# 1. Identify Outside Activities

- 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)

## 2. Submit Request

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

<b>FY2013 All Dept Total</b>	<b>Approved</b>		<b>Denied</b>		<b>Avg Approval Time</b>	<b>Avg Denial Time</b>	<b>Final Action</b>
<b>966</b>	<b>1</b>	<b>91.20%</b>	<b>7</b>	<b>1.86%</b>	<b>5.51 d</b>	<b>20.1 d</b>	<b>5.81 d</b>

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

## 2. Submit Request

- <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



Logon ID:	<input type="text" value="trichar2"/>
Password:	<input type="password" value="●●●●●●●●"/>
	<input type="button" value="login"/>

## 2. Submit Request

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

## 2. Submit Request

- 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.

## 2. Submit Request

- 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

## 2. Submit Request

- 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 Information			
Action	Performed By	Time	Resulting Status
Denial Response sent to Richardson, Tara	SYSTEM	03/17/2009 10:21AM	DENIED
Status Change:CONFERENCE to DENIED	Nagle, Sandra	03/17/2009 10:21AM	DENIED
Conference Request sent to Richardson, Tara	Nagle, Sandra	03/10/2009 08:56AM	CONFERENCE
Status Change:AWAITING to CONFERENCE	Nagle, Sandra	03/10/2009 08:56AM	CONFERENCE
Approval Request sent to Nagle, Sandra	SYSTEM	03/10/2009 08:53AM	AWAITING
Status Change: PENDING to AWAITING	SYSTEM	03/10/2009 08:53AM	AWAITING
Request Created	Richardson, Tara	03/10/2009 08:53AM	PENDING

Conference Information			
Description	Held By	Time	Conference Result
We talked.	Nagle, Sandra	03/17/2009 10:21AM	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



Personal  
Requests

No requests to approve

Employer	Start Date	end Date	Status	Time Submitted	Last Action	Last Action Date	Performed By
<a href="#">N/A</a>	<a href="#">07/01/2009</a>	<a href="#">06/30/2010</a>	<b>DENIED</b>	<a href="#">08/20/2009 11:54AM</a>	<a href="#">Denial Response sent to Richardson, Tara</a>	<a href="#">08/20/2009 01:10PM</a>	<a href="#">SYSTEM</a>
<a href="#">N/A</a>	<a href="#">07/01/2008</a>	<a href="#">06/30/2009</a>	<b>APPROVED</b>	<a href="#">06/24/2009 02:51PM</a>	<a href="#">Approval Response sent to Richardson, Tara</a>	<a href="#">06/24/2009 09:45PM</a>	<a href="#">SYSTEM</a>

# 5. Disclose for Grants

The screenshot shows a Mozilla Firefox browser window displaying a request details page for the University of South Florida. The address bar shows the URL: <https://hscf.hsc.usf.edu/road/requestDetails.cfm?requestid=1890>. The page header includes navigation links for USF Health, Education, Research, Healthcare, and Service. The main content area features a table with the following data:

Name	College	Department	Title	Employment Type	FTE
Richardson, Tara	HSC	HSC Faculty Affairs	Staff Assistant	Faculty (12 month)	1

Below the table, there are sections for Employer Information and Activity Information, both showing 'No Activity'.

**Employer Information**

Name	Category	Funding Source	Country	State	City
N/A	(N/A) - Non Activity	N/A	N/A		

**Activity Information**

Start Date	End Date	Hours/Week	Days/Week	Patent Waived	State Employment
07/01/2009	06/30/2010	0	0	N	N

**Activity Details**

No Activity

# 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](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](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)