Quick Start Guide

Starting an Interest and Activity Management submission

Log in with your UNK credentials.

Welcome to the UNK Research Portal

The UNK Research Portal is a secure electronic research administration system brought to you by Graduate Studies and Research to help UNK faculty, staff and administrators manage research projects. The portal’s paperless environment:

- allows you to submit forms online
- stores faculty information for ease of use in creating future forms
- sends you automated notices and provides up-to-date information on your form status
- streamlines and automates the routing process
- increases the efficiency of review processes
- provides for realtime reporting

Graduate Studies and Research has created the UNK Research Portal as part of its mission to enhance and promote UNK’s research programs and to help faculty succeed in their research and creative efforts.

Username
mocarskira

Password
*************

Login
Click “Add New IAM (Interest and Activity Management) Form”.
Click “Update/Add and Interest and Activity Reporting Form”
Search for and select your name, then hit “Submit”
Welcome to the Interest and Outside Activity Reporting process. The time it takes to complete this form will vary. Future updates will take less time because the fields will be pre-populated with your initial input.

Why do we have an Interest and Outside Activity Reporting Process?

As an institution, the University of Nebraska at Kearney (UNK) is committed to encouraging its faculty and staff to pursue endeavors outside the University as a means of contributing to the economic growth and development of the state. In keeping with these ideals, it is necessary to report outside financial interests and activities to protect research objectivity, study participant rights and the freedom to publish.

Conflict of interest is defined as a situation that may bias a decision and arises when a faculty or staff member has an opportunity to influence UNK's business or research decisions for personal gain. The lack of disclosure (or perceived lack of oversight) can tamish the reputation of UNK or the faculty member. UNK has established a peer-review system and reporting process to address this situation.

Similar to the way a conflict of interest may cause a perceived bias in research results, a conflict of commitment may cause a perceived bias in the effort that an employee of the university dedicates to UNK. The Interest and Outside Activity Form provides a way to prevent perceived biases from affecting employees institutional responsibilities.

Who should complete this form?

According to UNK's Conflict of Interest Policy, all covered persons must complete this form at least annually. This includes anyone participating in research overseen by the Office of Sponsored Programs and employees with signature, purchasing, or contracting authority on behalf of the University. Additionally, any faculty or professional staff member on a full-time academic year or fiscal year appointment engaged in outside professional activities should complete this form.

What happens after the form is completed?

Completing this Interest and Outside Activity Form is the first step in the reporting process. After you complete and submit the form, it is routed to the department chair, dean/director, vice chancellor and Research Services Office. E-mail notifications are sent if revisions are needed and once the form has been approved. The form is active for one year.

If you have questions, please contact Research Services at research-iam@unk.edu or 308-865-8492. Thank you in advance for completing this process. We look forward to working with you!

Please press "Next" to begin.

Read the text and click "Next"
Select your affiliations.

Read and answer each question honestly. Should you answer no to each question, then you will skip to the route set up section, as pages 3-6 will be automatically populated.

If you need more information, click any blue question mark.

Make sure you click “Complete” on each page before clicking “Next”.

REMINDER: Having a Conflict is NOT negative. We encourage our faculty and staff to use their expertise and therefore expect conflicts. Most conflicts just need to be disclosed and some need to be managed. Managed conflicts are often managed through simple disclosure plans.
If you selected “Yes” on question 1, you will be required to add the entities for which “you or an immediate family member” has “financial interest” in. Remember, to select yes, the entity must appear to be related to your university expertise. For example, if you are a construction management faculty member and you have a construction business outside of UNK, you must disclose this business. Conversely, if you also work at Hobby Lobby on the weekends, you do not need to disclose this interest.

If you have purchasing or contracting power and you need to report any financial interest for you or your family that comes into direct contact with said purchasing/contracting. For example, if your spouse runs a construction business and you take bids for a UNK construction project as part of you duties, you need to report this financial interest.
If you selected “Yes” on question 2, you will be required to add the remunerations for which “you or an immediate family member” has received. Remember, to select yes, the entity must appear to be related to your university expertise. For example, if you are a fiction faculty member and you write a book that earns royalties, you must disclose these royalties. Conversely, if you are an economics professor that works on fiction outside of your university hours, you do not need to disclose this interest.

Click the “add new Remunerations” button.
This is an example of the Add Remunerations page. Remember, consulting in your field is encouraged, but also must be reported.
Add your outside activities here.
This is an example of the Outside Activity addition form.

Outside Activity

1. What is the outside activity proposed? Please create a title for the proposed outside activity (e.g. Board of Directors at Johnson Attorneys; Design content for McGraw Hill Higher Education).

2. Please provide a brief description of the nature of the outside activity

Time Commitment of Activity

3. Will you be retained to provide professional services outside the University to an individual person, client, company, firm or governmental agency over a period of time lasting more than two years? more information

4. Will this outside activity, combined with all other professional activity which has been approved or proposed, prevent you from performing your regular duties at the University by totaling more than an average of two days per month? more information

5. Please describe the proposed time commitment, including dates or date range for this outside activity.

Location of Activity

6. Is your outside activity going to be performed off the premises of the University and without the use of University equipment or materials?

Additional Information

7. Do you have any additional information or attachments you would like to upload?

Choose Files | No file chosen
A list of agencies that require PHS training is available here.

Online training is available through this NIH link. The training takes around 20 minutes. Be sure to save your completion certificate so you can upload it below.

Add any PHS travel disclosures here.
Once you’ve completed the IAM form, click “Start Routing” to complete.
Certify and sign to complete the form and start the routing.