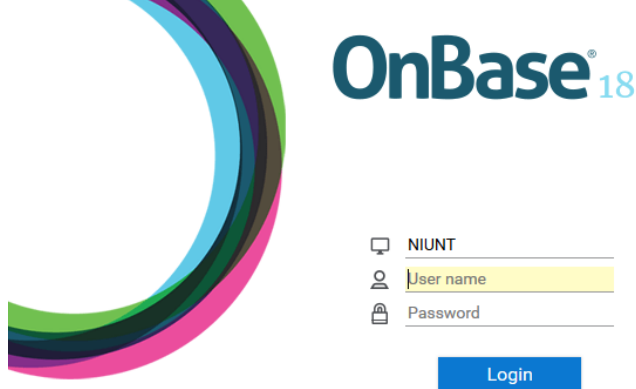


Outside Consulting Form Process Documentation – Requestor

[Outside Consulting Form](#)

Log in required (Novell credentials)



The image shows the OnBase 18 login interface. On the left is a large, colorful circular graphic with segments in blue, green, purple, and pink. To the right of the graphic, the text "OnBase[®]18" is displayed in a large, blue, sans-serif font. Below the logo, there are three input fields: "NIUNT" with a computer icon, "User name" with a person icon, and "Password" with a lock icon. A blue "Login" button is positioned below the password field.

The form will open and based on the login credentials the employee name and email will populate. This information is read only.



Outside Consulting, Research or Other Types of Outside Employment by Faculty and Administrative Employees

Interaction (e.g., research or consulting) between employees and outside enterprises for reasonable periods of time (and which may or may not provide personal remuneration) is advantageous when the relationship enhances one's professional skills or entails a public service activity. Such relationships are encouraged as long as they are consistent with the missions of the university. Based on the positive recommendation of the administrator of the employee's unit, the University has generally allowed full-time instructional staff members up to one day per week (i.e., 40 days per appointment year for those on academic-year appointments) for appropriate outside activities, subject to the specific needs of that person's administrative unit. Such time for non-University activities is not an automatic entitlement of either an instructional or staff employee but requires prior approval from the employee's applicable supervisor.

In accordance with the State law (110 ILCS 100/1 et seq.) on Outside Consulting or Research and NIU Board of Trustees Regulations (Section II. Subsection B.2) on Outside Employment, faculty and administrative employees (Supportive Professional Staff) must receive prior approval for outside research, consulting, instruction or other forms of outside employment. To comply with these requirements, **please complete this form separately for outside activities with each outside entity for each fiscal year**, and forward it to your supervisor or designee for approval. New employees, who would like to continue their pre-existing outside activities after joining NIU, must seek approval within 10 work days of employment start date at NIU.

If the request is approved, you must report back to the Office of the Provost at the conclusion of the activity, the number of days you spent on the approved activities for each outside entity. **Approval of outside consulting, research, instruction or other types of employment and conflict of interest resolution/ management plan must be secured at the department/unit level before the start date of outside activities.**

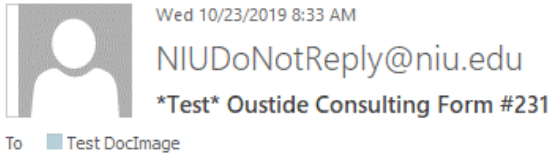
Note: After completing this form, submit it immediately as you cannot save it and return back later to submit it. Required fields are indicated with an *.

First Name KRISTA	Last Name JONES	NIU Email E10KLB1@mail.niu.edu
Department*		
Classification*	Title/Rank*	

Once the form is submitted, the following message will appear.

Your form has been saved. You will receive a confirmation email shortly.

Based on the email address above you should receive the following email.



Your Outside Consulting, Research or Other Types of Outside Employment form has been received and is pending Department, College or Provost approval.

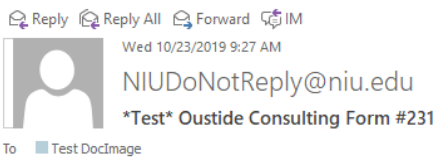
The department head will auto populate based on the department selected. This information is a table updated from HR data. If an alternate approver needs to be selected check the box and enter the Account ID for the individual, which will also auto populate.

Department* TEST Department	Department/Unit Approver TEST DEPT <input type="checkbox"/> Select Alternate Department/Unit Approver	College/Unit Approver TEST COLLEGE <input type="checkbox"/> Select Alternate College/Unit Approver
---------------------------------------	--	---

Department* TEST Department	Department/Unit Approver TEST DEPT <input checked="" type="checkbox"/> Select Alternate Department/Unit Approver Alternate Approver NIU account ID (e.g. A012345 or B20XXX1)* E10KLB1 Department Alternate Approver Name KRISTA JONES
---------------------------------------	--

Both the Department head and alternate, if applicable, will receive an email indicating the form is ready for their review.

The Department will approve or deny the form. If the form is approved the form will route to the College. If the form is denied an email with explanation and instructions will be sent.



The following Outside Consulting, Research or Other Types of Outside Employment form has been returned with the following comments.

Comments: This is the comment from the Dept. This is just a test for documentation purposes.

Please use the attached link to access and resubmit the form. <https://onbase-qa.niu.edu/Appnet/Workflow/WFLogin.aspx?LifeCycleID=263&QueueID=1074&DocID=8017271>

If using the Outlook client click on the link. If using O365 copy and paste the link in a browser.

Using the link in the email login using Novell credentials, make the appropriate corrections, save and click the correction complete button.

The screenshot shows the OnBase interface. On the left, there is a sidebar with the OnBase logo, navigation icons, and a 'WORK FOLDER' section. The main area is titled 'Inbox' and contains a table with one entry: 'Form #231 - TEST PERSON - TEST Department -10/23/2019' with an 'ENTRY DATE' of '10/23/2019 9:26:18 AM'. Below the table, it says 'Items: 1' and 'Correction Complete'. At the bottom left, it says 'Items: 0' and 'Template: None'.

The screenshot shows a form from Northern Illinois University. The title is 'Outside Consulting, Research or Other Types of Outside Employment by Faculty and Administrative Employees'. The form contains several paragraphs of text explaining the university's policy on outside employment, including requirements for approval and reporting. At the bottom, there are two input fields: 'Form Number' with the value '231' and 'Submission Date' with the value '10/23/2019'.

university before the activities begin. I agree to submit to the university annually a statement of actual time spent on th

Once you save your correction, click the blue correction complete button above.




Once the correction complete button is pushed you will see the following message:

The screenshot shows a confirmation message: 'Is your correction complete?'. Below the message are two buttons: 'Yes' and 'No'.

On yes, the form will move back to the department and the inbox will be empty.

The screenshot shows the OnBase interface after the correction is complete. The sidebar is the same as in the first screenshot. The main area is titled 'Inbox' and contains the text 'No items to display'.

The following email will be sent.

 Reply  Reply All  Forward  IM



Wed 10/23/2019 9:39 AM

NIU Do Not Reply@niu.edu

***Test* Outside Consulting Form #231**

To  Test DocImage




Your Outside Consulting, Research or Other Types of Outside Employment form correction has been received and is pending Department, College or Provost approval.

The department will also receive another email letting them know they have a form that needs approval.

Once corrected by the requestor the form will route back through the Department and College for review/approval.

The process will be repeated the same as above if returned by either the College or Provost Office.

When the proposed end date has ended, the following email will be sent with instructions to complete the time spent on the activity.


 Reply  Reply All  Forward  IM



Wed 10/23/2019 10:43 AM

NIU Do Not Reply@niu.edu

***Test* Outside Consulting Form #231**

To  Test DocImage

Dear Test Person,

Your outside consulting, research, and/or employment activity has concluded. Please report on the total time in days you spent on this activity. To complete the brief report, please log into OnBase and enter the required information: <https://onbase-qa.niu.edu/Appnet/Workflow/WFLogin.aspx?LifeCycleID=263&QueueID=1071&DocID=8017271>

****If using the Outlook client click on the link. If using O365 copy and paste the link in a browser.****

Thank you,

William A. Pitney

Acting Vice Provost for Faculty Affairs

Division of Academic Affairs

Northern Illinois University

Using the link, log in with Novell credentials to open and complete the annual report.

The screenshot shows the OnBase interface. On the left, there's a sidebar with 'LIFE CYCLE VIEW' and 'WORK FOLDER'. The main area is an 'Inbox' with a table containing one entry: 'Form #231 - TEST PERSON - TEST Department -10/23/2019' with an 'ENTRY DATE' of '10/23/20'. Below the table, there are 'Items: 0' and 'Template: None' on the left, and 'Items: 1' with a 'Submit Time' button on the right.



Outside Consulting, Research or Other Types of Outside Employment by Faculty and Administrative Employees

Interaction (e.g., research or consulting) between employees and outside enterprises for reasonable periods of time (and which may or may not provide personal remuneration) is advantageous when the relationship enhances one's professional skills or entails a public service activity. Such relationships are encouraged as long as consistent with the missions of the university. Based on the positive recommendation of the administrator of the employee's unit, the University has generally allowed full-time instructional staff members up to one day per week (i.e., 40 days per appointment year for those on academic-year appointments) for appropriate outside subject to the specific needs of that person's administrative unit. Such time for non-University activities is not an automatic entitlement of either an instructional or staff employee but requires prior approval from the employee's applicable supervisor.

In accordance with the State law (110 ILCS 100/1 et seq.) on Outside Consulting or Research and NIU Board of Trustees Regulations (Section II, Subsection B.2) on Outside Employment, faculty and administrative employees (Supportive Professional Staff) must receive prior approval for outside research, consult or other forms of outside employment. To comply with these requirements, **please complete this form separately for outside activities with each outside entity for each fiscal year**, and forward it to your supervisor or designee for approval. New employees, who would like to continue their pre-existing activities after joining NIU, must seek approval within 10 work days of employment start date at NIU.

If the request is approved, you must report back to the Office of the Provost at the conclusion of the activity, the number of days you spent on the approved activities for each outside entity. **Approval of outside consulting, research, instruction or other types of employment and conflict of interest management plan must be secured at the department/unit level before the start date of outside activities.**

Note: After completing this form, submit it immediately as you cannot save it and return back later to submit it. Required fields are indicated with an *.

Form Number <input type="text" value="231"/>	Submission Date <input type="text" value="10/23/2019"/>
First Name <input type="text" value="TEST"/>	Last Name <input type="text" value="PERSON"/>
	NIU Email <input type="text" value="A207S10@mail.niu.edu"/>

The message to complete the time and click the green submit time button is included at the bottom of the form.

This screenshot is similar to the first one but shows the 'Submit Time' button in green. The 'ENTRY DATE' in the table is now '10/23/2019 10:41:44'.

university before the activities begin. I agree to submit to the university annually a statement of actual time spent on the approved outside consulting, research or employment activities.

Approvals

Approved with Conflict of Interest Management Plan Not Approved

Department/Unit Signature <input type="text" value="Test DocImage"/>	Date <input type="text" value="10/23/2019"/>
Comment <input type="text" value="This is the comment from the Dept. This is just a test for documentation purposes."/>	
Dean/Division Head Signature <input type="text" value="Test DocImage"/>	Date <input type="text" value="10/23/2019"/>
Executive Vice President and Provost Signature <input type="text" value="Test DocImage"/>	Date <input type="text" value="10/23/2019"/>

Annual Report of Approved Outside Activity

Total time (days) expended this reporting period

Once you save your total time expended, click the green submit button above.

When the submit time button is pushed there will be a prompt to say yes or no. No returns them to the form and yes verifies time has actually been submitted.

Inbox

User Interaction

Submit your time?

Yes

No

If the time field is empty, the following message will appear.

Inbox

User Interaction

Total time is required. Please enter the time, click save and Submit Time button.

OK

Once the time has been entered and the form submitted, the window can be closed.

The screenshot shows two windows from the OnBase application. The left window has the OnBase logo and navigation icons at the top. Below the logo, there are icons for a star, a grid, and a pin. Further down, there are icons for a list view, a folder view, and a filter icon. The text 'LIFE CYCLE VIEW' and 'WORK FOLDER' (underlined) is visible. The main content area of the left window displays 'No items to display'. The right window is titled 'Inbox' and also displays 'No items to display'.

Outside Consulting/Research Form Workflow

