

How To Access & Complete the Conflict of Interest Dynamic Form

1. On the <https://langston.edu> website click on **Faculty/Staff Portals** in top menu.
2. Click to open **Dynamic Forms**.

The screenshot shows the Langston University website interface. At the top left is the Langston University logo with the text "LANGSTON UNIVERSITY" and "LANGSTON | TULSA | OKC" below it. To the right of the logo is a navigation menu with links: "Donate", "Newsroom", "Events", "Student Portals", "Faculty/Staff Portals", "Parents", "Directory", and "View/Pay Tuition". Further right is a search bar labeled "Search..." with a magnifying glass icon. Below the navigation menu is a secondary menu with links: "About", "Admissions/Aid", "Academics", "Student Experience", and "Athletics". A prominent orange banner across the top of the main content area reads "CELEBRATE BLACK HISTORY MONTH WITH DEAR LANGSTON". Below the banner is a grid of six service tiles. The top row contains three tiles: "Microsoft" with a "WEBMAIL" button and instructions to use Lionkey credentials; "ACTIVATE YOUR LIONKEY" with a key icon and instructions to establish a Lionkey account; and "Canvas" with a Canvas logo icon and instructions to establish a Canvas account. The bottom row contains three tiles: "FORMS.LANGSTON.EDU" with a briefcase icon and instructions to access LU dynamic forms; "DYNAMIC FORMS" with the Dynamic Forms logo and instructions to access the library of dynamic forms; and "FACULTY & ADVISOR SERVICES LOGIN" with a briefcase icon and instructions to access faculty and advisor services. A large blue arrow points from the "FORMS.LANGSTON.EDU" tile to the "DYNAMIC FORMS" tile.

3. When the Dynamic Forms web page opens, scroll to the **Conflict of Interest** form and click the + sign.

The screenshot shows the top navigation bar of the Langston University website. The header includes the Langston University logo, a search bar, and various navigation links: Donate, Newsroom, Events, Student Portals, Faculty/Staff Portals, Parents, Directory, and View/Pay Tuition. Below the header is a secondary navigation bar with links for About, Admissions/Aid, Academics, Student Experience, and Athletics. A prominent orange banner across the page reads "CELEBRATE BLACK HISTORY MONTH WITH DEAR LANGSTON". On the right side of the banner are icons for "REQUEST INFO" and "SCHEDULE A TOUR". The main content area is titled "Langston University Dynamic Forms" and features a "Conflict of Interest Form" section with a plus sign icon. Below this section is a link that says "Access the Conflict of Interest form" and a list of two bullet points: "Instructions to complete the Conflict of Interest form" and "View how to complete the Conflict of Interest form".

Once you click the + sign, a drop down menu appears.

From the drop down menu, you will be able to:

- Click to access and complete the Conflict of Interest Form.
- Review the Instructions document on how to complete the Conflict of Interest Form.
- Click to view a video that demonstrates how to access and complete the Conflict of Interest Form.

4. Once you click and access the form, the following web page appears:
The form will automatically populate your First Name, Last Name, and Your Email Address. You are required to type in your department.



Langston University General Conflict of Interest Reporting Form

Who Needs to Complete this Disclosure and When? Any individual employed by, or acting on behalf of, Langston University who has a potential or actual conflict of interest as described in OSU/A&M Board of Regents' Ethics Policy 3.05* must disclose the conflict promptly to their supervisor for assessment.

*<https://regents.okstate.edu/policy-manual/section-3/policy-manual-ethics.html>

Please answer all questions and electronically submit this form.

First Name: *Heleen
 Last Name: *Sheets
 Your Email Address: *heleen.sheets@langston.edu
 Department: *

- 1) Do you or a family member* have an interest in an entity or activity that
- a) does business with the University in an area in which you make spending decisions? *
 - b) profits from the sale of course material (coursepacks, software, etc.) or other goods or services to students whom you teach or evaluate? *
 - c) employs University faculty, staff or students who you directly supervise or evaluate both in that employment and at the University? *
 - d) sponsors a project at the University over which you have any degree of control? *
 - e) profits from research you do at the University? *
 - f) competes with the University for project funding? *
 - g) uses University-owned intellectual property, or University equipment or facilities? *

2) Do you currently participate or plan to participate in an outside activity that will interfere with your primary commitment to Langston University?
 If yes, please provide details in Question 4.

3) Other than those covered in Questions 1 and 2, do you or a family member* have an interest in any entity or activity that could reasonably appear to affect, or be affected by, the exercise of your University responsibilities?

If you had no interests to report, skip Questions 4 and 5, sign below, and submit this form. Otherwise, please complete Questions 4 and 5.

4) Do you have any interests reported above that are not already subject to a conflict management plan?
 All interests are subject to an existing conflict of interest management plan.
 At least one interest is not subject to an existing conflict of interest management plan.

5) Please describe:

- a) The nature of the entity or activity (type and name of businesses, etc.)
- b) Your or your family members* relationship to the entity or activity (including your position or title, if any).
- c) The nature of your or your family members* interest (ownership, salary, equity interest, etc.) and its extent (full ownership, salary in excess of \$10,000, etc.)
- d) The nature of the potential conflict.

* Pursuant to the OSU/A&M Board of Regents' Ethics Policy 3.05, "family member" means all family members to the third degree of consanguinity, including, e.g., children, parents, siblings, grandparents, aunts/uncles, great grandparents, great aunts/uncles, and second cousins.
 I have read and understand and will comply with the OSU/A&M Board of Regents' Ethics Policy 3.05 found at <https://regents.okstate.edu/policy-manual/section-3/policy-manual-ethics.html> and the Oklahoma Ethics Rules found at www.ok.gov/ethics/Ethics_Laws_Guides_Forms/index.html. The information reported in this disclosure is complete and accurate to the best of my knowledge. I will update the above information throughout the coming year if my circumstances change.

Signature _____ Date _____

Save Progress Submit Form

NOTE: At the bottom of the form is a "Save Progress" box. You may click on "Save Progress" at any time before submitting the document.

- Complete Questions 1-3, answering Yes or No.
- If you answer No in all sections of Questions 1-3, you will skip Questions 4 & 5, and go to the electronic signature portion of the form.



Langston University General Conflict of Interest Reporting Form

Who Needs to Complete this Disclosure and When? Any individual employed by, or acting on behalf of, Langston University who has a potential or actual conflict of interest as described in OSU/A&M Board of Regents' Ethics Policy 3.05* must disclose the conflict promptly to their supervisor for assessment.

*<https://regents.okstate.edu/policy-manual/section-3/policy-manual-ethics.html>

Please answer all questions and electronically submit this form.

First Name: *Heleen
 Last Name: *Sheets
 Your Email Address: *heleen.sheets@langston.edu
 Department: *Public Relations

1) Do you or a family member* have an interest in an entity or activity that

- a) does business with the University in an area in which you make spending decisions? *No
- b) profits from the sale of course material (coursepacks, software, etc.) or other goods or services to students whom you teach or evaluate? *No
- c) employs University faculty, staff or students who you directly supervise or evaluate both in that employment and at the University? *No
- d) sponsors a project at the University over which you have any degree of control? *No
- e) profits from research you do at the University? *No
- f) competes with the University for project funding? *No
- g) uses University-owned intellectual property, or University equipment or facilities? *Yes

2) Do you currently participate or plan to participate in an outside activity that will interfere with your primary commitment to Langston University? If yes, please provide details in Question 4.

*No

3) Other than those covered in Questions 1 and 2, do you or a family member* have an interest in any entity or activity that could reasonably appear to affect, or be affected by, the exercise of your University responsibilities?

*No

If you had no interests to report, skip Questions 4 and 5, sign below, and submit this form. Otherwise, please complete Questions 4 and 5.

REMEMBER: At the bottom of the form is a “Save Progress” box. You may click on “Save” to save your progress at any time before submitting the document.

5. If you answered Yes in any section of Questions 1-3, you will need to complete Questions 4 & 5.

If you had no interests to report, skip Questions 4 and 5, sign below, and submit this form. Otherwise, please complete Questions 4 and 5.

4) Do you have any interests reported above that are not already subject to a conflict management plan?

- All interests are subject to an existing conflict of interest management plan.
- At least one interest is not subject to an existing conflict of interest management plan.

5) Please describe:

a) The nature of the entity or activity (type and name of businesses, etc.):

*Type in the details regarding your or your family member(s) who have an interest or activity that may be a potential conflict.

b) Your or your family member's* relationship to the entity or activity (including your position or title, if any):

*Type in the relationship to the entity or activity. Please include your position or title.

c) The nature of your or your family member's* interest (ownership, salary, equity interest, etc.) and its extent (full ownership, salary in excess of \$10,000, etc.):

*Type in the nature of you or your family member's interest and describe the scope and extent.

d) The nature of the potential conflict:

*Type in the nature of the potential conflict.

6. After all required questions are completed, you can now digitally sign the form. Click on **“Click To Sign”** inside the Yellow signature box.

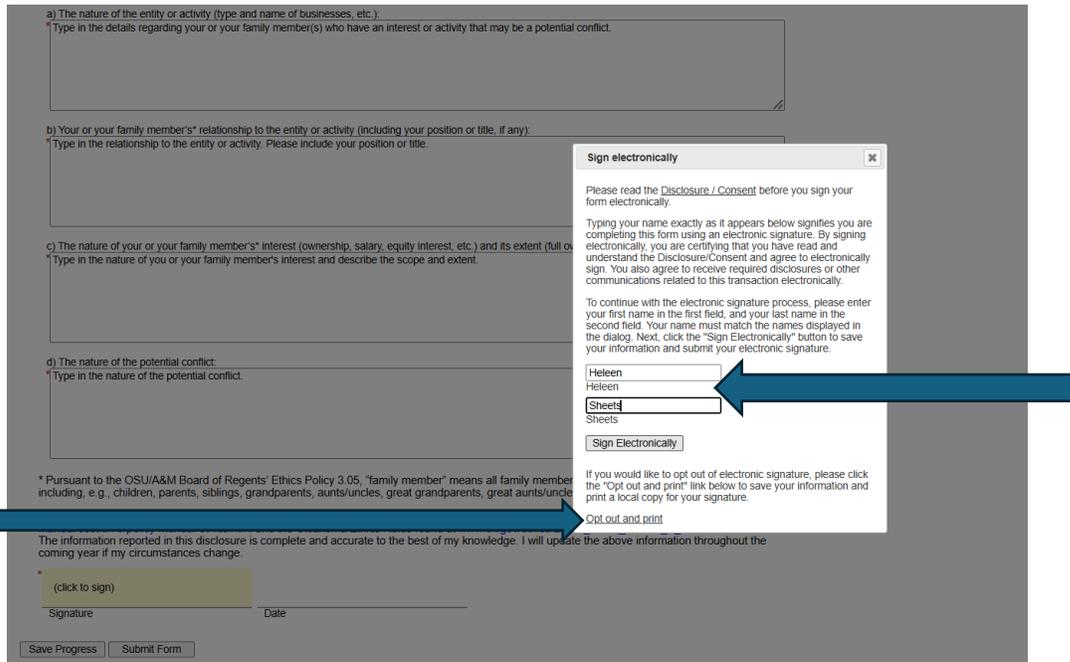
* Pursuant to the OSU/A&M Board of Regents' Ethics Policy 3.05, "family member" means all family members to the third degree of consanguinity, including, e.g., children, parents, siblings, grandparents, aunts/uncles, great grandparents, great aunts/uncles, and second cousins.

I have read and understand and will comply with the OSU/A&M Board of Regents' Ethics Policy 3.05 found at <https://regents.okstate.edu/policy-manual/section-3/policy-manual-ethics.html> and the Oklahoma Ethics Rules found at www.ok.gov/ethics/Ethics_Laws,_Guides_&_Forms/index.html. The information reported in this disclosure is complete and accurate to the best of my knowledge. I will update the above information throughout the coming year if my circumstances change.

* (click to sign) 
Signature _____ Date _____

7. A signature box appears. Please type in your First Name and Last Name in the appropriate boxes and click **“Sign Electronically.”**

If you wish to opt out of the electronic signature, click **“Opt Out And Print.”**



a) The nature of the entity or activity (type and name of businesses, etc.):
* Type in the details regarding your or your family member(s) who have an interest or activity that may be a potential conflict.

b) Your or your family member's relationship to the entity or activity (including your position or title, if any):
* Type in the relationship to the entity or activity. Please include your position or title.

c) The nature of your or your family member's interest (ownership, salary, equity interest, etc.) and its extent (full or partial):
* Type in the nature of your or your family member's interest and describe the scope and extent.

d) The nature of the potential conflict:
* Type in the nature of the potential conflict.

* Pursuant to the OSU/A&M Board of Regents' Ethics Policy 3.05, "family member" means all family members to the third degree of consanguinity, including, e.g., children, parents, siblings, grandparents, aunts/uncles, great grandparents, great aunts/uncles, and second cousins.

The information reported in this disclosure is complete and accurate to the best of my knowledge. I will update the above information throughout the coming year if my circumstances change.

(click to sign)
Signature _____ Date _____

Sign electronically

Please read the [Disclosure / Consent](#) before you sign your form electronically.

Typing your name exactly as it appears below signifies you are completing this form using an electronic signature. By signing electronically, you are certifying that you have read and understand the Disclosure/Consent and agree to electronically sign. You also agree to receive required disclosures or other communications related to this transaction electronically.

To continue with the electronic signature process, please enter your first name in the first field, and your last name in the second field. Your name must match the names displayed in the dialog. Next, click the "Sign Electronically" button to save your information and submit your electronic signature.

Heleen
Heleen
Sheets
Sheets

If you would like to opt out of electronic signature, please click the "Opt out and print" link below to save your information and print a local copy for your signature.

[Opt out and print](#)

8. Once you click **Sign Electronically**, the box disappears and the date is automatically populated.

3) Other than those covered in Questions 1 and 2, do you or a family member* have an interest in any entity or activity that could reasonably appear to affect, or be affected by, the exercise of your University responsibilities?

*No

If you had no interests to report, skip Questions 4 and 5, sign below, and submit this form. Otherwise, please complete Questions 4 and 5.

* Pursuant to the OSU/A&M Board of Regents' Ethics Policy 3.05, "family member" means all family members to the third degree of consanguinity, including, e.g., children, parents, siblings, grandparents, aunts/uncles, great grandparents, great aunts/uncles, and second cousins.

I have read and understand and will comply with the OSU/A&M Board of Regents' Ethics Policy 3.05 found at <https://regents.okstate.edu/policy-manual/section-3/policy-manual-ethics.html> and the Oklahoma Ethics Rules found at www.ok.gov/ethics/Ethics_Laws,_Guides,_&_Forms/index.html. The information reported in this disclosure is complete and accurate to the best of my knowledge. I will update the above information throughout the coming year if my circumstances change.

Signature: Heleen Sheets Date: 02/14/2025

Save Progress

Submit Form



9. To complete the form, click on **Submit Form**.

A Thank You screen appears with the option to view your form in PDF format.



Thank you for completing the Conflict of Interest Form.

View Form PDF

You have no forms that need action right now

Other Forms you might be interested in.

Forms I am Copied on

Forms Awaiting Other Signatures

My Forms History

NOTE: If you need to leave the form while completing it at any time, please remember to click **Save Progress**. If left unattended, Dynamic Forms will time out and you will need to re-enter the Dynamic Form platform.

How To Re-Access the Dynamic Form platform

To re-access the Dynamic Form platform, please return to the **Faculty/Staff Portals** screen, and click on **Forms.Langston.Edu**.

The screenshot shows the Langston University website's Faculty/Staff Portals page. At the top, the Langston University logo is on the left, and navigation links for Donate, Newsroom, Events, Student Portals, Faculty/Staff Portals, Parents, Directory, View/Pay Tuition, and a search bar are on the right. Below the navigation is a blue banner with the text "CELEBRATE BLACK HISTORY MONTH WITH DEAR LANGSTON". The main content area is a grid of six white boxes with orange borders. The first row contains: 1) Microsoft Webmail (with an envelope icon), 2) Activate Your Lionkey (with a key icon), and 3) Canvas (with a red square icon). The second row contains: 4) Forms.Langston.Edu (with a briefcase icon and a blue arrow pointing to it), 5) Dynamic Forms (with the Dynamic Forms logo), and 6) Faculty & Advisor Services Login (with a briefcase icon). Each box contains descriptive text and links for help or password management.