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.



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



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 Confli	ct of interest Reporting Form
Needs to Con	plete this Disclosure and When? Any individual employed by, or acti	ng on behalf of, Langston University who has a potential or actual conflict of
esi as describer	ate edu/nolicy-manual/section-3/nolicy-manual-ethics.html	connec promptly to their supervisor for assessment.
ise answer all d	estions and electronically submit this form	
ibo anonor an q	control and crockonically satisfies form.	
t Name:	*Heleen Last Name: *Sheets	
r Email Address:	* heleen.sheets@langston.edu Department: *	
o you or a family	member have an interest in an entity or activity that	
a) does busine	ess 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 se	rvices to students whom you teach or evaluate? *
 c) employs Un d) sponsors a 	iversity faculty, staff or students who you directly supervise or evaluate both i	h that employment and at the University?
e) profits from	research you do at the University?	
f) competes w	th the University for project funding?*	
g) uses Unive	sity-owned intellectual property, or University equipment or facilities?*	~
o you currently yes, please pro	participate or plan to participate in an outside activity that will interfere vide details in Question 4.	with your primary commitment to Langston University?
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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.

	NGSTON				
	Langston University General Conflict of Interest Reporting Form				
Who Needs to Comp interest as described i	lete this Disclosure and When? Any individual employed by, or acting on behalf of, Langston University who has a potential or actual conflict of n OSU/A&M Board of Regents' Ethics Policy 3.05* must disclose the conflict promptly to their supervisor for assessment.				
*https://regents.okstat	e.edu/policy-manual/section-3/policy-manual-ethics.html				
Please answer all que	stions and electronically submit this form.				
First Name:	*Heleen Last Name: *Sheets				
Your Email Address:	* heleen.sheets@langston.edu Department: * Public Relations				
 Do you or a family n a) does busines: b) profits from th c) employs Univ d) sponsors a pr e) profits from re f) competes with g) uses University 	nember [*] have an interest in an entity or activity that s with the University in an area in which you make spending decisions? $\sqrt[4]{N_0}$ is ease of course material (coursepacks, software, etc.) or other goods or services to students whom you teach or evaluate? $\sqrt[4]{N_0}$ ersity faculty, staff or students who you directly supervise or evaluate both in that employment and at the University? $\sqrt[4]{N_0}$ oject at the University over which you have any degree of control? $\sqrt[4]{N_0}$ escarch you do at the University? $\sqrt[4]{N_0}$ the University for project funding? $\sqrt[4]{N_0}$ ty-owned intellectual property, or University equipment or facilities? $\sqrt[4]{Yes}}$				
2) Do you currently pa If yes, please provid * No 🗸	rticipate or plan to participate in an outside activity that will interfere with your primary commitment to Langston University? de details in Question 4.				
3) Other than those co affect, or be affected *No V	vered in Questions 1 and 2, do you or a family member* have an interest in any entity or activity that could reasonably appear to d 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.				

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:
 ⁴ 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/policymanual/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
Save Progress Submit Form	

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."

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.	Sign electronically	×
	Please read the <u>Disclosure / Consent</u> before you sign your form electronically. Typing your name exactly as it appears below signifies you a completing this form using an electronic signature. By signin	are g
Crime name of your or your taining memoers interest connersing, samp, equip meters, etc. y and its extension of Type in the nature of you or your family memoers interest and describe the scope and extent.	understand the Disclosure/Consent and agree to electronica sign You also agree to receive required disclosures or other comminications related to this transaction electronically. To continue with the electronic signature process, please ent your first name in the first field, and your last name in the second field. Your name must match the names displayed in the second field. Your name runst match the names displayed in your information and submit your electronic simonarue.	lly ter
d) The nature of the potential conflict:		
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	Opt out and print	
The information reported in this disclosure is complete and accurate to the best of my knowledge. I will update coming year if my circumstances change. (click to sign)	the above information throughout the	

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

 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 appea affect, or be affected by, the exercise of your University responsibilities? 	ır to
*[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.	ļ
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.ht The information reported in this disclosure is complete and accurate to the best of my knowledge. I will update the above information throughout ti coming year if my circumstances change.	ml. he
*3133363537	
Heleensheets 02/14/2025 Date	
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.



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**.

	About Admissions/Aid	Academics Student Experience Athletics
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	ACTIVATE YOUR LIONKEY	Canvas
USE YOUR LIONKEY CREDENTIALS TO ACCESS EMAIL NEED HELP2	THE LION KEY ACCOUNT IS NECESSARY TO ESTABLISH YOUR CANVAS ONLINE COURSE MANAGEMENT SYSTEM. CHANGE PASSWORD RESET PASSWORD	A LION KEY ACCOUNT IS NECESSARY TO ESTABLISH YOUR CANVAS ONLINE COURSE MANAGEMENT SYSTEM, (THIS BOILY HAS TO BE COMPLETED ONCE DURING YOUR TIME AT LU).
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