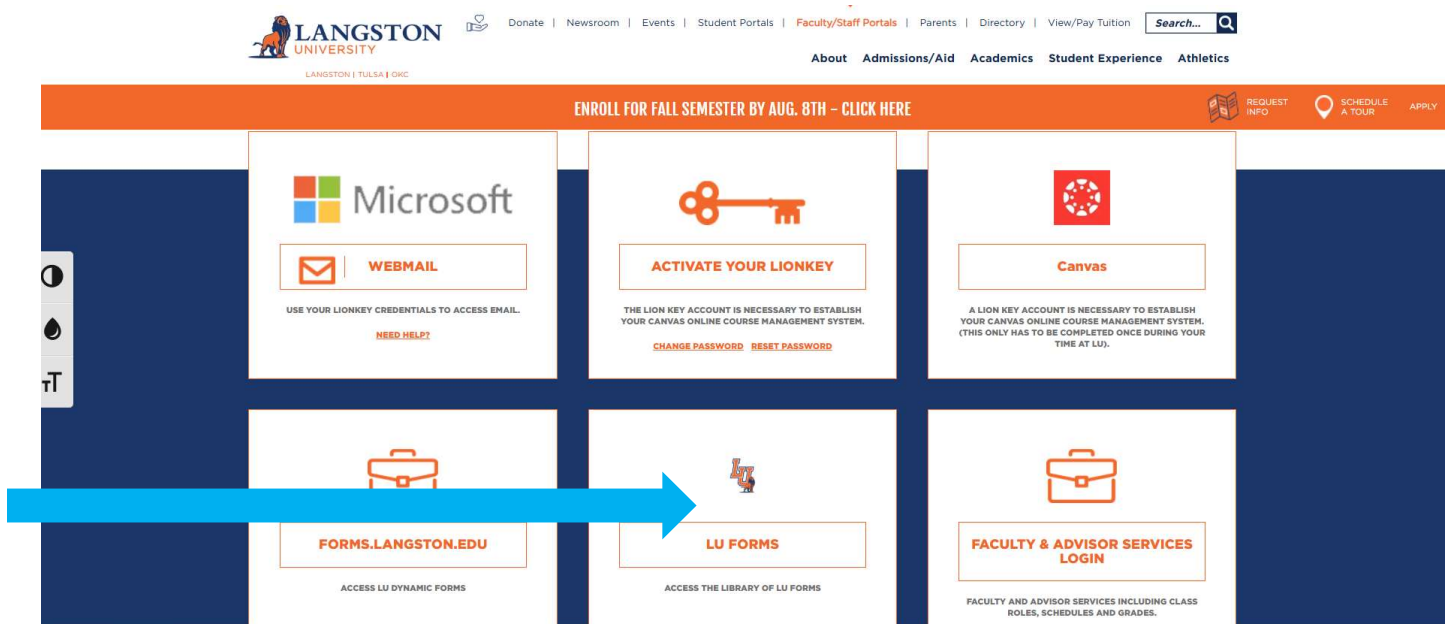
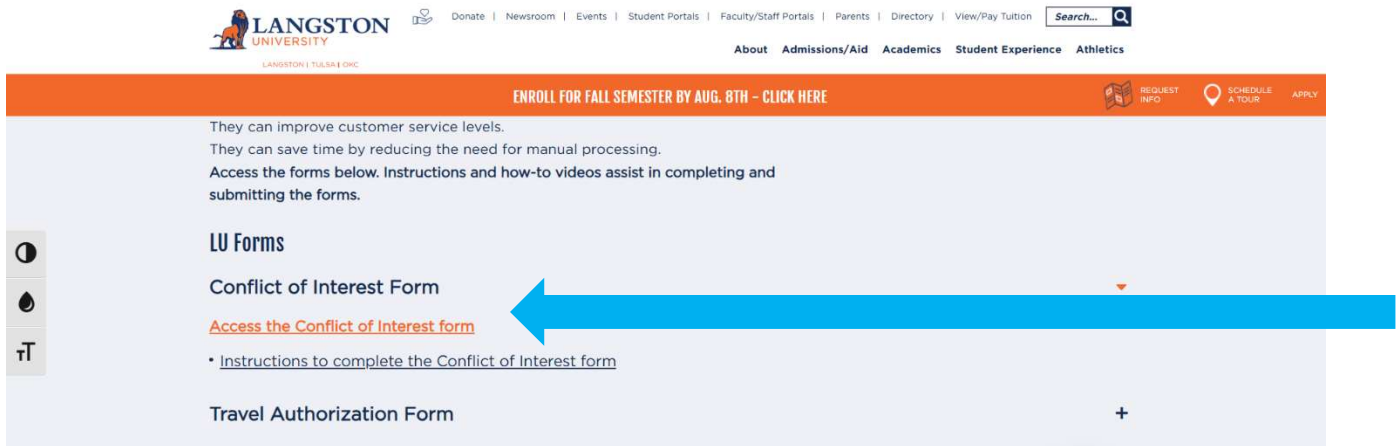


# How To Access & Complete the Conflict of Interest LU Form

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



3. When the LU 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**  
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**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 member's\* relationship to the entity or activity (including your position or title, if any):

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.):

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](http://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

**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.

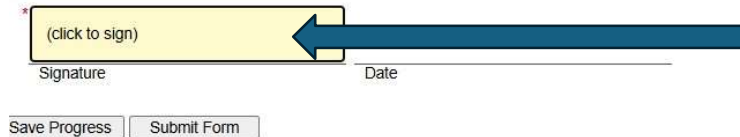
d) The nature of the potential conflict:

\*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.

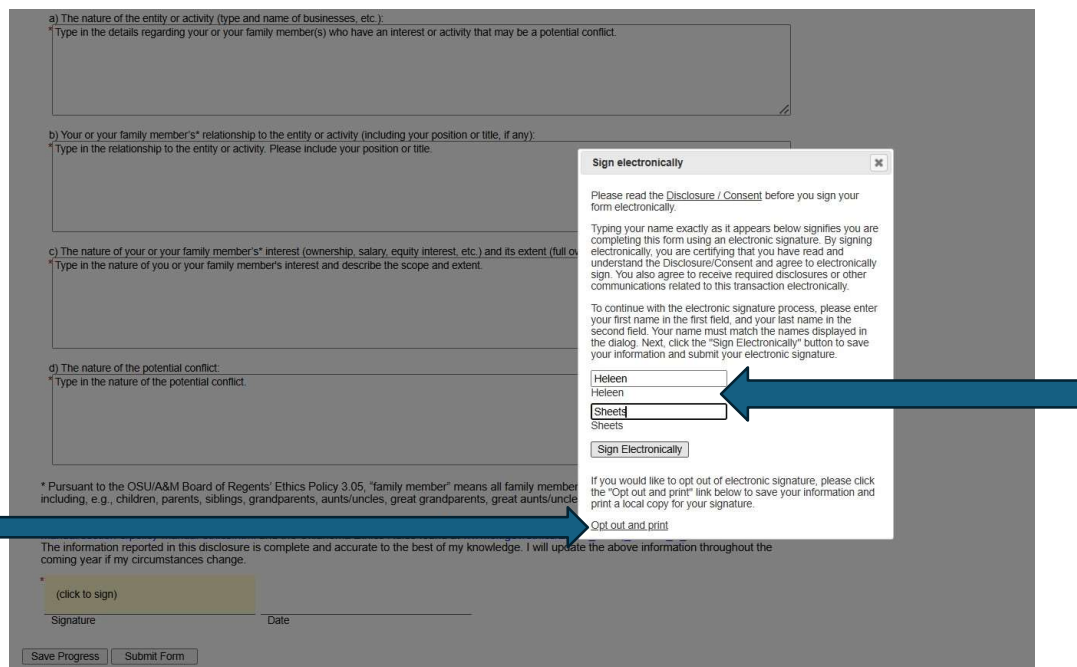
I have read and understand and will comply with the OSU/A&M Board of Regents' Ethics Policy 3.05 found at <https://regents.okstate.edu/policy-manual/section-3/policy-manual-ethics.html> and the Oklahoma Ethics Rules found at [www.ok.gov/ethics/Ethics\\_Laws\\_Guides\\_Forms/index.html](http://www.ok.gov/ethics/Ethics_Laws_Guides_Forms/index.html). 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.



The screenshot shows a signature box with a yellow rectangular button labeled "(click to sign)". A blue arrow points from the right towards the button. Below the button is a line for the "Signature" and another line for the "Date". At the bottom of the form are two buttons: "Save Progress" and "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.”**



The screenshot shows the main form with a modal dialog box titled "Sign electronically" open. The dialog box contains instructions for signing electronically and two input fields for "First Name" (containing "Heleen") and "Last Name" (containing "Sheets"). A blue arrow points to the "Last Name" field. Below the input fields is a "Sign Electronically" button. At the bottom of the dialog box is a link that says "Opt out and print". The main form in the background shows the same signature box as in the previous screenshot, with a blue arrow pointing to the "(click to sign)" button.

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](http://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.

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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, LU Forms will time out and you will need to re-enter the LU Form platform.

# How To Re-Access the LU Form platform

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

