

FACULTY: How to Complete an Outside Activity Prior Approval

The Conflict of Interest Program website (<https://conflictpolicy.nd.edu/>) provides quick links to access the Novelution disclosure system at any time throughout the year.



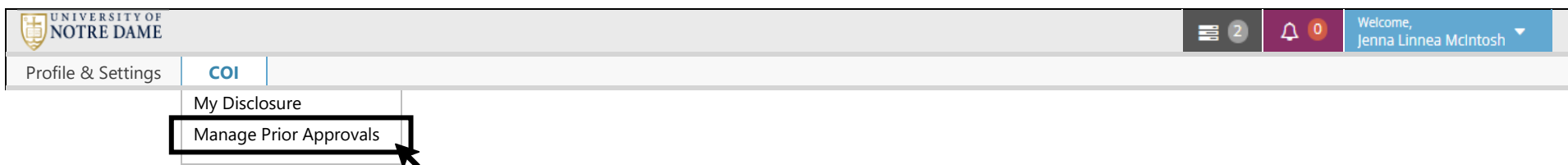
Takes you to the main
COI disclosure page.



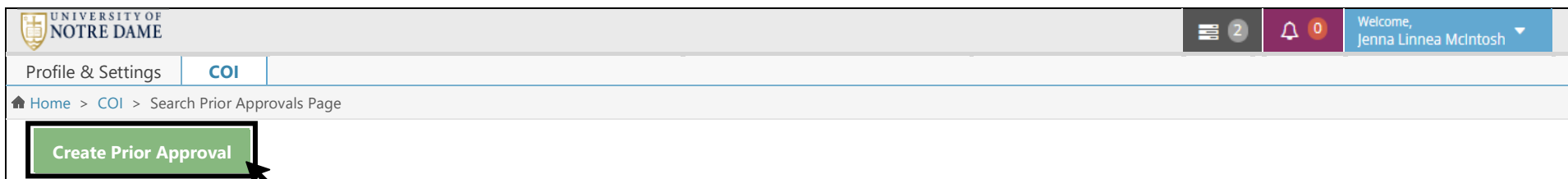
Takes you directly to the
Prior Approval form.

There are two ways to access the Outside Activity Prior Approval form.

- 1) Go to <https://nd.novelution.com/login>.
- a) **Hover** over the **COI tab** in the top banner and select **Manage Prior Approvals** from the dropdown menu.



- b) Click the **green Create Prior Approval** action button.



- c) You will be taken directly to the **Create Prior Approval** page.
- 2) Go directly to <https://nd.novelution.com/wicket/bookmarkable/com.novelution.nrms.webapp.coi.pa.CreatePaPage>.
- a) You will be taken directly to the **Create Prior Approval** page.

You are now ready to complete the **Outside Activity Prior Approval** form.

3) Answer the question in the **Primary Information** panel.

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Profile & Settings | **COI**

Home > COI > Create Prior Approval

Initial Prior Approval

Upon completion, this form will automatically be routed to your Supervisor for review if applicable.

You will receive notification via email regarding the Prior Approval determination. As a reminder, you should not engage in this activity until receiving approval. For more information, refer to the [Outside Activity Policy](#).

Primary Information

Will you engage in an [Outside Activity](#) in which you will spend **one (1) day or more per year** (excluding vacation/personal time and lunch time) engaged in the activity?*

☒ Yes ☐ No

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Continue

4) If you answered yes, click the **blue Continue** action button at the bottom of the screen (*see above*).

Note - *if you answered no, the following message will appear on your screen and this process is done for this Outside Activity:*

Prior Approval is not required for Outside Activities that remain below one (1) day of time spent per year.

5) The full Prior Approval form will appear at this time.

6) Complete all questions in the form (*see next page*) for this specific Outside Activity.

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Profile & Settings

Panel shortcuts

Primary information

Attestation

Workflow and Requirements

COI

Home > COI > Prior Approval for Jenna Linnea McIntosh

Jenna Linnea McIntosh (Staff - 51) / jmcinto3@nd.edu / Compliance Program Manager, Audit and Advisory Services / Audit and Advisory Services (10140)

Upon completion, this form will automatically be routed to your Supervisor for review, if applicable.

You will receive notification via email regarding the Prior Approval determination. As a reminder, you should not engage in this activity until receiving approval. For more information, refer to the [Outside Activity Policy](#).

Primary Information

Name of Outside Entity*

Start typing ...

What type of Outside Activity do you have with the Outside Organization?*

Select one

What is the start date (or anticipated start date) of this Outside Activity?*

What is the current status of this Outside Activity?*

Future

Ongoing

Completed

What is the end date (approximate if unknown of this Outside Activity?*

Will any of this Outside Activity be performed outside the U.S.?*

Yes

No

Countries in which activity will be performed?*

select countries

How many hours **per month** (on average) will you dedicate to this Outside Activity?*

0

Could you conduct this Outside Activity in association with the University as opposed to with the Outside Organization?*

Yes

No

Is there a contract or any other agreement associated with this Outside Activity?*

Yes

No

Add Foreign Contract

Will only appear if you answer yes to the previous question.

Will you be compensated with money or equity?*

Money

Equity or Stock Options

No Compensation

Please indicate which group best describes the Outside Activity.*

Group 1 – Teaching at home department, serving on committees, writing, etc.

Group 2 - Teaching outside of home department, consulting outside the University, for less than one (1) day per month

Group 3 - Activities such as consulting or employment outside the University for between one (1) and seven (7) days per month

Group 4 - Activities such as consulting or employment outside the University for more than seven (7) days per month

Yes

No

Do you wish to provide any other relevant information regarding your Outside Activity(ies) you would like your Supervisor to be aware that has not already been disclosed?*

Refer to the [Conflict of Commitment \(COC\) Policy](#) for details regarding each COC group.

7) Read the text in the *Attestation* panel, then click the *check box* to the left of the text.

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Profile & Settings | **COI**

Panel shortcuts

Primary information

Attestation

Workflow and Requirements

Home > COI > Prior Approval for Jenna Linnea McIntosh

Jenna Linnea McIntosh (Staff - S1) / jmcinto3@nd.edu / Compliance Program Manager, Audit and Advisory Services / Audit and Advisory Services (10140)

Upon completion, this form will automatically be routed to your Supervisor for review, if applicable.

You will receive notification via email regarding the Prior Approval determination. As a reminder, you should not engage in this activity until receiving approval. For more information, refer to the [Outside Activity Policy](#).

Primary Information

Attestation

☐ I certify that the above information is complete and true to the best of my knowledge. I understand and agree that I have a responsibility to update this report within 15 calendar days of: (1) a change in status of an existing [Outside Activity](#) or [Conflict of Commitment](#); and (2) the identification of a new [Outside Activity](#) or [Conflict of Commitment](#).*

Workflow and Requirements

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Save Draft Submit for Review

8) Click the **blue Submit for Review** action button (*see above*).

9) Upon submission, the following text will appear at the top of the completed Prior Approval form:

✓ REMINDER: Please do not engage in this activity until you receive a response. You can expect to receive a response within two weeks.

Note - if the *Outside Activity (OA)* associated with this specific *Prior Approval* was disclosed last year via the annual *Conflict of Interest (COI)* disclosure form, then you may continue to engage in the *OA*.

10) Click on the **arrow to the left of Workflow and Requirements** to view the review process for this Prior Approval

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 0
Welcome,
Jenna Linnea McIntosh

Profile & Settings
COI

Panel shortcuts

Primary information

Attestation

Workflow and Requirements

Home > COI > Prior Approval for Jenna Linnea McIntosh
collapse all | expand all

Jenna Linnea McIntosh Staff - 51 / jmcinto3@nd.edu / Compliance Program Manager, Audit and Advisory Services / Audit and Advisory Services (10140)

Upon completion, this form will automatically be routed to your Supervisor for review, if applicable.

You will receive notification via email regarding the Prior Approval determination. As a reminder, you should not engage in this activity until receiving approval. For more information, refer to the [Outside Activity Policy](#).

v Primary Information

v Attestation

^ Workflow and Requirements

Stage – Revision #	Created	Current Status	Status Date	Notes
Proposal – revision #1.1 Viewing	02/12/2026 9:40 AM	Department Chair / Supervisor	02/12/2026 11:42 AM	

Status	Requirement	Completion State	Revision	Completed by	Complete Date
Prior Approval Submission Pending	Prior approval submission	✓ Completed	#1.1	McIntosh, Jenna Linnea	02/12/2026 11:42 AM
Research Security Review					
Department Chair/Supervisor	Department Chair / Supervisor Review	Ready			
Dean Review		Not ready			
Provost Review		Not ready			

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11) Repeat steps 2 – 8 for **each Outside Activity** that you will spend **one (1) or more day per year** engaging in (*excluding vacation/personal time and lunch time*).

You will receive the following email when your Outside Activity has been approved.



Dear [Name],

Your Outside Activity Prior Approval has been approved. You are now ready to submit your Conflict of Interest (COI) disclosure.

Instructions

- To access your COI disclosure, click [here](#).
- Click through each panel, updating or responding the questions as required.
- In the Attestation panel, confirm that your COI disclosure is complete and accurate.
- Click Submit for Approval.

Training resources are available at <https://conflictpolicy.nd.edu/resources-training/>. If you have any questions about what needs to be included in your COI disclosure or need assistance completing it, please contact conflicts@nd.edu. If your disclosure requires follow up or a Management Plan, a Designated Reviewer will reach out.

Thank you for your cooperation and for helping us uphold our ethical standards.

Audit & Advisory Services
Office of General Counsel
<https://conflictpolicy.nd.edu>

Your Department Chair (or their designee) will contact you directly with any questions regarding your Prior Approval form and if they deny the request.