Step-By-Step Guide to the online Paid Outside Work Application Form

Before you begin, you will need to have your staff number and UniPass details. If you don't have a UniPass, or can’t remember your UniPass, you should contact UNSW IT Services:
www.disconnect.unsw.edu.au/staff/unipass/spass1.htm

You can change your UniPass at:
http://www.disconnect.unsw.edu.au/helpguide/unipass_login.htm

Note: you may enter a maximum of 1000 characters in any text boxes where descriptions are required (of proposed work, of student involvement, etc). If this space is insufficient, you should attach extra documents to the printed application where necessary.

A Help menu is available for each of the application screens in myUNSW by clicking on the ‘Help’ button in the upper right corner.

Further information and links to related documents and websites are available at
www.hr.unsw.edu.au/services/indrel/pow.html

Step 1: Logging In

Login to https://my.unsw.edu.au/ - your Login ID is s followed by your staff number. Once you have logged in, click on the “My Staff Profile” tab in the upper left corner of the screen:
Step 2: Starting or viewing applications

Click on “Paid Outside Work Application” – the last item in the menu on the left side of the screen:

Step 3: The Application List

The Application List displays details of all your existing applications, including the application number (unique to each application), start date, end date, total days involved, category of paid outside work and the current application status.

Status: The application will be in one of four possible status categories:
- Pending indicates that an application has been started but not completed or submitted.
- Submitted indicates that an application has been submitted for approval but has not yet been assessed.
- Approved indicates that an application has been assessed and approved, and that work on the project may commence.
- Not Approved indicates that an application has been assessed and was not approved (enquiries regarding applications which have not been approved should be directed to the appropriate supervisor in the first instance, and no work on the project should commence).
Click the Select button next to an existing application to view, modify, submit or print the application.

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Click the Create New Application to start a new application.

Step 4: Proposed Paid Outside Work Details

You must complete all fields on this screen.

You may provide estimations of project durations, start dates, etc only if exact details are not available at the time of the application, and any changes to this information must be provided to the Compliance Unit and Head of School / Centre Director / Dean as soon as available.

On this screen you must:
- Indicate the category of paid outside work for this application: select one option only.
- Indicate the nature of the project: you must select at least one option from the list provided (select all which apply to the project).
- Provide a brief description of the project: if you have ticked ‘Other’ in the Nature field, ensure that the description adequately describes the nature of the project.
- Indicate the total time involved in the project in days: you may also enter this information in fractions of days i.e. 1.5 days as necessary.
- Indicate the start and end dates for the project: in the format dd/mm/yyyy.
- Indicate whether you are seeking approval for multiple activities of the same type. If yes, provide reasons why you are seeking this approval.
- Indicate if you are proposing to use University facilities or resources in the project. If yes, provide details of the facilities to be used and indicate how the relevant unit will be reimbursed for this usage.
- Indicate whether you have any potential or actual conflict of interest relating to this work. If
yes, you must complete and attach a Conflict of Interest Disclosure Form to your printed application.
Click the **Continue** button to go to the next screen of the application. If any of the data entered is not valid an error message will appear in red on the top of the screen.

Click the **Continue** button to go to the next screen of the application. If any of the data entered is not valid an error message will appear in red on the top of the screen. You must correct the data to proceed with the application.

Click the **Cancel** button to cancel the current application. All data entered will be lost.
Step 5a: University Paid Outside Work details

Note: this screen will only appear if you selected University Paid Outside Work as the Paid Outside Work category on the previous screen.

On this screen you must:
- Indicate whether you are proposing to involve UNSW general staff or students in the project. If yes, you must describe their proposed involvement (if you are proposing the involvement of students you must attach a completed Student Agreement to your printed application).
- Indicate whether a percentage of the project has been declared as research by UNSW Division of Research. If yes, you must also provide a brief description of the research component. If you need assistance in assessing whether your project qualifies as research please contact: mygrants.gmo@unsw.edu.au

Click the Back button to return to the Common Details page to change any details.

Click the Continue button to proceed to the next screen. If any of the data entered is not valid an error message will appear in red on the top of the screen. You must correct the data to proceed with the application.

Step 5b: Private Paid Outside Work details

Note: this screen will only appear if you selected Private Paid Outside Work as the Paid Outside Work category on the previous screen.

Applications for Private Paid Outside Work must include a letter, fax or contract acknowledging that the University has neither involvement nor interest in the work and accepts no liability. Applications for Private Paid Outside Work will not be accepted unless this documentation is provided.

On this screen you must indicate whether this indemnification is provided in a letter, fax or contract (as attached to the printed application).
Click the **Back** button to return to the Common Details page to change any details.

Click the **Continue** button to proceed to the next screen. If any data entered is not valid an error message will appear in red on the top of the screen. You must correct the data to proceed with the application.
Step 6: Reviewing the application

This screen displays all details you have entered for the current application. You must check that all information on this screen is correct before continuing with the application.

Click the Modify button to return to the first application screen, and continue through subsequent screens to modify any section of the current application.

Click the Submit button to complete and print the application.

Click the Back button to return to the previous screen.

Click the Print Draft button to print a draft copy of the application. This draft must not be submitted for assessment, and has “Draft - has not been submitted” at the top of the form.

Click the Delete button to delete the current application – once an application has been deleted you will no longer be able to access any of the information you have entered and the application will not appear on the Application List.
Step 7: The Applicant Declaration

The declaration statements will vary depending on which category of paid outside work the current application relates to.

In all cases, this information must be read and accepted by the applicant for the application process to continue.

Click the I Accept button if you agree with the statements on this screen. You can then proceed to print the application for assessment.

Click the I Do Not Accept button if you do not agree with the statements on this screen. This will stop the application process and you will return to the Application List. The current application will remain in the Application List as pending until the declaration is accepted or the application is deleted by the applicant.
Step 8: Print

You have now completed your application online, and must print the final version and submit this to the Head of School, Dean or Deputy Vice-Chancellor (Academic) for assessment.

Click the **Print** button to print the current application.
Click the **Return** button to return to the Application List screen.

**Printing Hints and Tips**
If you find that the Print button does not work on your browser, select File → Print from your browser menu. Alternatively, you may use the Ctrl-P keys on your PC or Cmd-P on your Mac. Before printing, you should also ensure you have selected to Print Backgrounds and Images.

**PC Users:**
**Step 1:** Click the "Print" button located at the top or bottom left hand corner of the screen to display the print dialogue box. Alternatively, you can select File -> Print from your browser menu.
**Step 2:** Click either the "OK" or "Print" button (depending on your browser) to proceed to print your application to your printer.

**Mac Users (Internet Explorer 5 and above):**
**Step 1:** From your browser menu select File -> Print Preview. **Step 2:** Scroll to the bottom of the Print Preview page and make sure that "Headers & Footers", "Print Background", "Print Images" and "Shrink pages to fit" have ALL been selected. **Step 3:** Click the "Print" button to proceed to print your application to your printer. **Please Note:** If you find that your application prints without some of the details, you may have forgotten to select "Print Background" in the Print Preview set-up. If this occurs, please repeat the steps above.

**Mac Users (Netscape 4.7 and above):**
**Step 1:** From your browser menu select File -> Page Setup. **Step 2:** Click "NetScape Communicator" in the "Page Attributes" drop-down list. **Step 3:** Ensure there is a tick beside "Print Backgrounds" and "Fit to Page if Possible". Click "OK" **Step 5:** Select File -> Print from your browser menu to print your application. **Please Note:** If you find that your application prints without some of the details, you may have forgotten to select "Print Background" in the Print Preview set-up. If this occurs, please repeat the steps above.