

## How to fill out a Notice of Intent (NOI) form

### Step 1: Create a new NOI form

- Go to this link: [https://www3.acs.ncsu.edu/noi/noi\\_main.php](https://www3.acs.ncsu.edu/noi/noi_main.php)
- Log into the NOI System using your Unity ID and password.
- Click on “**Create New NOI**” in the NOI System main menu (This option should be near the top of the page).

### Step 2: Fill out your NOI form

- Fill out every field on the form as completely and accurately as possible.
- You may save your work on a single section by clicking the “**Save**” button in the right hand corner of each section.

ACTIVITY DETAILS		Save	Help
Please describe the nature of this external activity - what are you being compensated to do? Compensation is defined as payment, reimbursement of expenses, or equity in the organization.			
<input type="text"/>			

### “Activity Details” Section

- **REMINDER:** The NOI reporting period runs from August 16<sup>th</sup> through August 15<sup>th</sup> of each year. **The NOI form will NOT accept dates that do not fall within that year’s reporting time frame.** If your activity spans beyond the current reporting period, you will need to create another NOI to cover it.
- When entering your working hours, please use whole numbers. Enter the number of hours you expect to work per week and the number of weeks you expect your EPAP to last. The system will automatically calculate the total number of hours for you.

When entering working hours, please use whole numbers, rounding if necessary

Period	# of hours per week	# of weeks	Total
Fall (Aug 16 to Dec 31):	<input type="text" value="8"/>	<input type="text" value="4"/>	<input type="text" value="32"/>
Spring (Jan 1 to May 15):	<input type="text" value="8"/>	<input type="text" value="4"/>	<input type="text" value="32"/>
Summer (May 16 to Aug 15):	<input type="text" value="8"/>	<input type="text" value="4"/>	<input type="text" value="32"/>
Total number of hours to be devoted to activity:			<input type="text" value="96"/>

### “Missed Duties and Coverage” Section

- When you get to this section, click the “**Add Duties and Arrangements**” button.
- Enter your Duties Missed in the left box and your Arrangements to Cover in the right box. Then, click “**Insert**” to add them to your NOI form.
  - “**Duties Missed**” is defined as any NCSU-related work, responsibilities, obligations, or commitments you have that may or will come into conflict with your External Professional Activity (or Activities) for Pay (EPAP).

- **“Arrangements to Cover”** is defined as the arrangements you have made to cover your Duties Missed while you are unable to attend to them due to your EPAP.
- **If you do not have any Duties Missed**, input **“None”** into the Duties Missed box and **“N/A”** into the Arrangements to Cover box.
- If you need to update something you have already entered, click the **“Edit”** button to the right of the field you would like to edit. When you’re finished, click the **“Update”** button.
- You must enter Duties Missed one at a time. To enter a second Duty Missed, click the **“Add a Duty”** button. Enter the information needed and click **“Insert.”**
  - You can add as many Duties Missed as you need to replicating this method.
- You can delete something you have already entered by clicking the **“Delete”** button to the right of it.
- When you are ready to return to the main form, click the **“Return to NOI Form”** button.

The screenshot displays a web form with two main input areas: "Duties Missed" and "Arrangements to Cover". Each area contains a text box with placeholder text. Below these is an "Update" button. At the bottom of the form is a table with two columns: "Duties Missed" and "Arrangements to Cover". The "Duties Missed" column contains a text box with placeholder text. The "Arrangements to Cover" column contains a text box with placeholder text and two buttons: "Edit" and "Delete". Below the table are two buttons: "Add a Duty" and "Return to NOI Form".

#### “Resources and Conflicts of Interest” Section

- Answer “Yes” or “No” to each question in this section truthfully. If you answer “Yes” to any question, you may be asked to provide additional information.
- In order to submit your NOI form, you must confirm that you understand that ALL Intellectual Property (IP) you may create or co-create during this activity must be disclosed to the University in your Conflict of Interest (COI) disclosure. To confirm your understanding of this provision, answer **“Yes”** to the question *“I understand that any and all Intellectual Property that I may create or co-create during this activity must be disclosed to the University.”*

#### Step 4: Submit your NOI form

- Review your form to ensure that it is current, accurate, and complete to the best of your knowledge.

- Submit your completed NOI form by scrolling all the way to the bottom of the page and clicking the “**Approve and Route for Review**” button in the Reviewer’s Comments section. **If you do not click this button, your NOI form will NOT be submitted.**
- Once your NOI form is submitted, it will automatically route to the designated approver(s) for your Department/College. An auto-generated email will also be sent to the designated reviewer(s) to notify them that your NOI form is awaiting their review.

- If you are not ready to submit your NOI form yet, you can click the “**Save and Return to Main**” button in the Reviewer’s Comments section. This will save all of the changes you have made this session. When you are ready to finish your NOI form, you can come back to your form by logging back into the NOI System and clicking the “**View/Edit My NOIs**” button on the main menu. You will then be returned to your most recent un-submitted NOI form.

**Optional: Check that your NOI form has been submitted**

- If you are interested in confirming that your NOI form has been submitted (or in reviewing a previously submitted NOI form), log into the NOI System or return to the NOI System main menu.
- Click on the option to “**View Accessible NOIs.**”
- Select your name and click the “**Get NOIs**” button.
- The next screen will display all of the NOI forms you have started or submitted.
- Successfully submitted NOI forms will appear in black with the date they were submitted. You may review any submitted disclosure by clicking the “**Review**” button next to it:

10552	User			<b>Review</b>
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