IMPERIAL COLLEGE

NO EXTERNAL INTERESTS TO DECLARE
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Submitting a Nil Return via the Annual Declaration of Interests Email:

The notes below provide instructions on how to declare a nil return.

1. Click on the purple 'Nothing to declare' button highlighted below in your Annual Declaration of Interests email.

Annual Declaration of Interests 2016

Dear Mr. Jingwei Xian,

RESPONSE REQUIRED FROM ALL STAFF

Please note that this email has TWO PARTS. You must complete steps A, B and C below to submit both returns:

<p>| | |</p>
<table>
<thead>
<tr>
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</thead>
<tbody>
<tr>
<td>A</td>
<td>Use the relevant buttons below to complete <strong>Part 1 – Declaration of External Interests’ return</strong>. Should you have any queries about this please contact your <a href="mailto:localHR@imperial.ac.uk">local HR representative</a> by reply to this email.</td>
</tr>
<tr>
<td>B</td>
<td>Once completed close down the webpage and return to this email.</td>
</tr>
<tr>
<td>C</td>
<td>Use the relevant buttons below to complete <strong>Part 2 – Policy on the use of Animals declaration return</strong>. Please note that you must be connected to the college network when submitting Part 2 and should use a <a href="https://vpn.imperial.ac.uk">VPN connection</a> if you are accessing these links from a non-college location. Should you have any queries about the policy please contact <a href="mailto:awerb.admin@imperial.ac.uk">awerb.admin@imperial.ac.uk</a></td>
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Part 1 – Declaration of External Interests’ return

As part of Imperial's commitment to good governance all College employees are required annually to complete a Declaration of Interests submission, providing details of all relevant external paid and unpaid activities they have undertaken such as consultancy, directorship, committee membership or part-time working for another organisation.

To ensure the details held are as comprehensive as possible staff who have not undertaken any external activities are required to submit a nil return.

In order to complete your return for this year please select from the following options by **12 December 2016**:
2. Log into ICIS by entering your college username and password.

![ICIS Login Screen]

3. To submit your nil return, click on the **Submit** button highlighted below.

![Submit Button Highlighted]

4. After clicking on **Submit**, you will then be directed to the confirmation page where you can also logout of ICIS.
5. To logout of ICIS, click on the **Logout** button as highlighted above.

**Note:** After submitting your nil return, you will be sent a confirmation email (see example below). If you have any queries or need to make any amendments following submission, please click on this [link](#) to contact your HR team.
**Submitting a Nil Return using HR Self Service within ICIS:**

1. Log into HR Self Service in one of the following ways:

<table>
<thead>
<tr>
<th>If you do not use ICIS already:</th>
<th>Existing ICIS users:</th>
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<tr>
<td>1. You should use the link (<a href="https://icisremote.ad.ic.ac.uk/dana-na/auth/url_1/welcome.cgi">https://icisremote.ad.ic.ac.uk/dana-na/auth/url_1/welcome.cgi</a>). Use your College network username and password to login.</td>
<td>1. You should use the standard ICIS link (<a href="http://icis.imperial.ac.uk/">http://icis.imperial.ac.uk/</a>) and your College network username and password to login. IC Manager Self Service has been added to your ICIS account so you will be able to find it in your ICIS navigator as an extra responsibility when you log in.</td>
</tr>
</tbody>
</table>

**Please note:** The declaration website uses pop ups (links which launch new windows in your web browser). Some web browsers block these pop ups for security reasons. In order to continue please click on the blocked pop up notification in your web browser and select **Allow** in order to proceed with your return. The exact instructions will depend on your web browser software. Instructions for Microsoft Internet Explorer can be found here: [http://windows.microsoft.com/en-GB/windows-vista/Internet-Explorer-Pop-up-Blocker-frequently-asked-questions](http://windows.microsoft.com/en-GB/windows-vista/Internet-Explorer-Pop-up-Blocker-frequently-asked-questions)

2. From the menu select **My Details**.

3. Expand the **Declaration of Interests** link on the right side of the screen.

4. Select **Nil Declaration**.
5. To submit your nil return, please follow steps 3, 4 & 5 above.

Useful links:

External Interests policy summary