

University of Florida
Instructions for Completing the Disclosure of
Outside Activities and Financial Interests Form

General Remarks

The University of Florida is committed, within the laws of the State, to assist faculty and staff members in their pursuit of education, research and service through their university duties. Faculty and staff members may also engage in outside activities which provide service to the community and increase professional reputations or income. Whenever a question, or appearance of conflict, could arise between the employee's obligation to the University and any activity, the employee is expected to report the situation to the supervisor for discussion and, if required as set forth below, to provide a report disclosing the information prior to engaging in the activity. The administration is responsible for reviewing each disclosure to determine if the activity is permitted, not permitted, or if there are conditions necessary to manage, reduce or eliminate the conflicts or potential conflicts before the activity can be permitted.

In addition to completing the statement regarding activities and financial interests on the annual employment contract, an annual disclosure should be submitted at the beginning of each academic year or other annual appointment for each existing outside activity or financial interest. A supplemental disclosure should be submitted at such time as there is a significant change in an activity or financial interest (nature, extent, funding, etc.) or before a new outside activity or financial interest is undertaken. These reporting provisions shall apply to activities performed while an employee is in pay status, or is on a compensated leave, including a professional development leave, but shall not apply to activities performed wholly during a period in which the employee has no appointment with the State University System. The employee should still be aware of and deal with the conflict of interest considerations that may arise from the latter activities.

An employee's failure to report activities or financial interests under the University's rule or the applicable collective bargaining agreement or to follow any conditions imposed pursuant to the University's approval of such activities or interests may be grounds for disciplinary action. Such actions may include, but are not limited to: reprimand, fine, reduction in salary, change of assignment, prohibition of outside activities, suspension without pay, and termination for cause. If an activity or interest has not been properly disclosed, the employee may be required to disclose the activity or interest in all subsequent presentations and publications of research results.

Reporting Requirements

1. The following activities and financial interests must be reported and approved prior to engaging in the activity.
 - a. Outside activities in which there is more than an incidental use of university facilities, equipment, and/or services. The completed Disclosure of Outside Activities and Financial Interests form is required to be attached to the Request to use these facilities, equipment or services (Form OAA-GA-L-268).
 - b. Outside activities in which a university student or university employee is directly or indirectly supervised by the employee if the employee in any way supervises or evaluates the student or the employee at the University.
 - c. Management, employment, consulting, and contractual activities with, or ownership interests in, a business entity which does business with the University. In the cases of material financial and of managerial interests, the information required extends to the spouse and children of the employee, and for managerial interests, to relatives. When involved in procurement decisions, a copy of the Disclosure form must be attached to the requisition to purchase.
 - d. Management, employment, consulting, and other contractual activities with, or ownership interest in, a business entity which competes with the University.
 - e. Candidacy, election or appointment to a public office.
 - f. Required use of books, supplies, equipment, or other instructional resources at the University when they are created or published by the employee or by an entity in which the employee has a financial interest.
 - g. Professional compensated activities, including but not limited to, activities for which honoraria beyond actual travel expenses are paid, teaching at another institution, or employment as an expert witness. (Note: The University's reporting form for extra state compensation will fulfill the reporting for such compensated activities within the University and with other state agencies.)
 - h. Business activities, including service on the board of directors or other management interests or position, with regard to a business entity in the same discipline or field in which the faculty or staff member is employed.
 - i. Any employment, contractual relationship, or financial interests of the employee which may create a continuing or recurring conflict between the employee's interests and the performance of the employee's public responsibilities and obligations, including time commitments. This includes any outside activity in which the employee is required to waive rights to intellectual property.
 - j. Outside activities and financial interests required to be reported under federal contract and grant regulations. Such disclosures may also need to be made at the time of the submission of the proposal.
 - k. Outside activities (employment, consulting, management and other contractual activities) and financial interests in a company that supports the employee's research or training activities in any way.
2. If not otherwise required to be reported as stated above, activities which the employee should reasonably conclude may create an actual or apparent conflict of interest, including a conflict of time commitments, must be reported and approved as soon as practicable.

Affirmation

The signature on the completed disclosure form affirms and certifies an understanding of and compliance with the University's policies on conflict of interest, outside activities and financial interests as well as the completeness and accuracy of the responses. Information on the University's guidelines and procedures may be obtained from your academic or administrative units and are located on the web at http://rgp.ufl.edu/pdf/research/outside_activities.html.

**University of Florida
Disclosure of Outside Activities and Financial Interests**

Please Print:			
Name:	Title/Rank		
Disclosure Period	to June 30,	Department of Unit/College or Division	
University Contract Period	9 month	12 month %	FTE

1. In accordance with University of Florida rules, I report the following activity or financial interest. Please indicate the category or categories of the activity or financial interest as described in the Instructions to this form as follows:
 1. a. b. c. d. e. f. g. h. i. j. k. 2.

2. Please provide the requested information on each activity or financial interest performed/proposed during the University contract period as identified above. Please use additional report forms if necessary.
 - (a) Name of employing or contracting entity or person, or name of entity in which the financial interest is held, and nature of its business:

 - (b) Description of activity or financial interest (Ex: equity interest, royalty interest, consulting, honorarium, or interest in patents or copyrights):

 - (c) Source of and type of compensation: (e.g., company/organization/client and cash/expense reimbursement; in the case of legal representation or service as an expert witness, all parties to the matter must also be identified.):

 - (d) Location and anticipated dates of activity:

 - (e) Estimated number of hours per week, including travel time: Indicate if annual leave is to be taken: No Yes.
 If yes, number of hours per week

 - (f) Are University of Florida employees and/or students to be involved? No Yes (Explain)

 - (g) Will University equipment, facilities or services be used? No Yes (If yes, please attach [Appendix B4 Form OAA-GA-L-268](#).)

 - (h) Are you required, as a condition of the employment/activity, to waive any rights you or the University of Florida might have to intellectual property you develop, including copyrights or patent rights? No Yes (If yes, the Office of Research and Graduate Programs must review and act on the employment/activity.)

 - (i) Have these activities been approved before? No Yes

 - (j) Total number of outside activity and financial interest reports submitted during this contractual period including this report . Estimate of total number of hours spent per week during this contractual period on all outside activities including this activity .

3. I understand that all activities and interests identified in the Instructions to this form must be reviewed and acted upon by the appropriate university officials as set forth below. For each activity or financial interest disclosed, other information may also be requested in order to completely review the activity or interest if there are potential conflicts involved. If I have a material financial interest or a managerial interest in an entity doing business with the University and am involved in a procurement activity, I will submit a copy of this form to the University's Division of Purchasing with the purchase requisition.

4. I hereby certify that the information reported here is accurate and complete. Further, I understand that my engaging in a non-university activity must not create a conflict of interest or interfere with the full and faithful performance of my University professional responsibilities or other University obligations.

Employee's Signature

Date

REVIEWER	REVIEWER'S SIGNATURE	APPROVED	DISAPPROVED	DATE
Chair or Supervisor (Printed Name)				
Dean, Director or other Appropriate Administrator (Printed Name)				
Office of Research and Graduate Programs (if applicable) (Printed Name)				

5. Was conference held to discuss this disclosure? No Yes If yes, please write a brief summary of action taken:

6. The form should be returned to the employee and others noted below whether the activity is authorized as presented, authorized with conditions or not authorized. The returned copy should include all appropriate signatures. A copy of the form must be sent to the Division of Purchasing under the circumstances described in 3.