

UFOLIO Examples List

This document provides examples of the type of activities and interests that require disclosure in UFOLIO, and examples of situations that do not require disclosure. This list is not all-inclusive. Please ask your department chair or supervisor for guidance if you are still unsure about your disclosure responsibilities. v 3.1; 3/23/2020



DISCLOSE IN UFOLIO!

Outside Activities and Financial Interests that must be disclosed in UFOLIO:

An activity you do for an outside entity that is not part of your assigned UF duties but is related to your UF expertise, or a financial interest in an entity that could create a conflict of interest.

- **Employment & Professional Services:** Compensated or uncompensated outside employment, consulting, or other professional services related to your UF expertise (e.g., a physician consulting for a pharmaceutical company, serving on advisory boards, etc.).
- **Leadership Roles:** Compensated or uncompensated business leadership roles related to your UF expertise (e.g., engineer serving on Board of Directors of National Society of Professional Engineers).
- **Business with UF:** Management positions or financial interests in outside entities that enter into contracts/agreements with UF (sales, services, leases, etc.), or that benefit from your UF affiliation.
- **Research:** Conducting any research that is not coordinated through UF.
- **Research Sponsors & IP Licensees:** Any outside activity, financial interest, or management position in an outside entity that sponsors your UF work or licenses intellectual property/technology from UF.
- **Expert Witness & Legal Consulting:** Serving as an expert witness or legal consultant in an administrative, legislative, or judicial proceeding.
- **Teaching/Research/Service Appointments:** Teaching, research, or other service appointments at other institutions, including serving as a visiting instructor, scientist, temporary appointment, etc.
- **Writing/Editing:** Writing or editing a publication related to your UF expertise, unless this activity is considered by your chair/dean to be part of your UF assignment, e.g., certain activities conducted in the College of the Arts and/or for M.F.A. programs.
- **IP Income:** Receiving from an outside entity any royalties, licensing fees, or other income from patents, copyrights, or other intellectual property related to your UF knowledge, skills, or expertise.
- **Works Assigned to Students:** Receiving income from works (e.g. textbooks) that you assign to students in your UF course/program.
- **Public Office:** Running for public office or holding elected office (e.g. City Council, State Senate, etc.).

EXAMPLES OF REPORTABLE AND NON-REPORTABLE ACTIVITIES AND INTERESTS



DO NOT DISCLOSE IN UFOLIO!

Activities and Financial Interests that should **NOT** be disclosed in UFOLIO:

An activity you do outside of work that is unrelated to your UF expertise, or a financial interest in an outside entity that does not create a conflict of interest. In addition, 'inside activities' you engage in as part of your UF responsibilities must not be disclosed in UFOLIO. In instances where these activities might represent potential time commitment conflicts or adversely impact your UF responsibilities, you should proactively discuss them with your supervisor. However, these activities should not be disclosed in UFOLIO.

- **Volunteering:** Volunteer or community service activities (e.g., coaching youth sports programs; volunteering at church; participating in community clubs/service organizations).
- **Employment:** Employment outside of normal UF working hours (or while taking vacation leave) which is unrelated to your UF knowledge, skills or expertise (e.g., working part-time for a local company; working as a cashier; selling crafts at a community event).
- **Retirement Accounts & Investments:** Retirement accounts, stocks, mutual funds, and other financial securities that do not create a financial interest that must be reported.
- **Real Estate:** Managing rental properties or other real estate interests.
- **Jury Duty:** Reporting for jury duty.
- **Military Service:** Service in the United States Armed Forces.

Inside Activities: Wearing Your UF Hat: Any activity you do as part of your UF responsibilities should not be disclosed in UFOLIO. Such activities should be documented through a Faculty Assignment Report, Effort Report, or a Travel Authorization Request (TA). Reporting requirements set by sponsors must also be met.



- **Speaking, Conferences, & Seminars:** Participating in scientific or educational conferences or other events while representing UF (e.g., serving as educational speaker, conference organizer, etc.).
- **UF Research:** Research activities coordinated through UF contracts or grants, including related travel.
- **Government Sponsors:** Reviewing proposals for a federal or state government sponsor or a domestic non-profit organization.
- **Writing/Editing:** Writing or editing activities considered part of your UF role by your Chair/Dean.
- **Professional Membership:** Membership in an academic or professional society (however, serving on the Board or carrying a fiduciary role requires disclosure).
- **Awards:** Receiving honors, academic awards, or an honorary degree from a non-profit entity.
- **Sabbatical:** Sabbatical or leave for professional development (approved through separate process).
- **IFAS Extension:** Providing IFAS Extension services.
- **Federal Programs:** Serving as a program manager for a federal agency or working on an assignment through the Intergovernment Personnel Act or a related federal program.
- **Fulbright:** Participating in the Fulbright (Scholar) Public Policy Fellowship program.
- **Thesis/Dissertation:** Serving as an external member of a thesis or dissertation committee.