Inside Activity Decision Tree

**START**
Is this activity supported by the employee's supervisor, department, and college/unit as part of their UF role?

Yes  | No  | Unsure
--- | --- | ---
Yes  | Yes  | Is the activity on the COI Program's Example List as an Inside Activity?

Yes  | No  | No / Unsure
--- | --- | ---
No  | Yes  | Is this activity required for the employee to receive a satisfactory evaluation?

Yes  | Yes  | Will the employee be performing this activity as a representative of UF?

Yes  | No  | Outside Activity
--- | --- | ---
Yes  | Yes  | Is there some aspect to the activity that might prevent a reasonable person from concurring that it is part of the employee's UF job? (e.g. high compensation, high time commitment, etc.)

Yes  | No  | Inside Activity
--- | --- | ---

COI Program's Example List of Common Inside Activities:

- **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 that are not cash value prizes.
- **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, dissertation or promotion committee.