UF | Conflicts of Interest
UNIVERSITY *of* FLORIDA

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** → (dashed) Outside Activity
↓ **Unsure**

Is the activity on the COI Program's **Example List** as an Inside Activity?

— **Yes** →
↓ **No**

Is this activity included in supervisory assessments of the employee's UF job performance?

— **Yes** →
↓ **No / Unsure**

Is the activity a professional service activity that may be included in the employee's promotion and tenure packet?

— **Yes** →
↓ **No** → Outside Activity

"Inside Activities" are part of an employee's UF job and should not be disclosed in UFOLIO.

"Reportable Outside Activities" must be disclosed in advance in UFOLIO if they fall under any of UF's 12 disclosure types.

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

— **Yes** →
↓ **No** → **Outside Activity**

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.)

— **No** → **Inside Activity**
— **Yes** →

Contact the COI Program at ufolio-help@ufl.edu or disclose in UFOLIO for formal analysis.

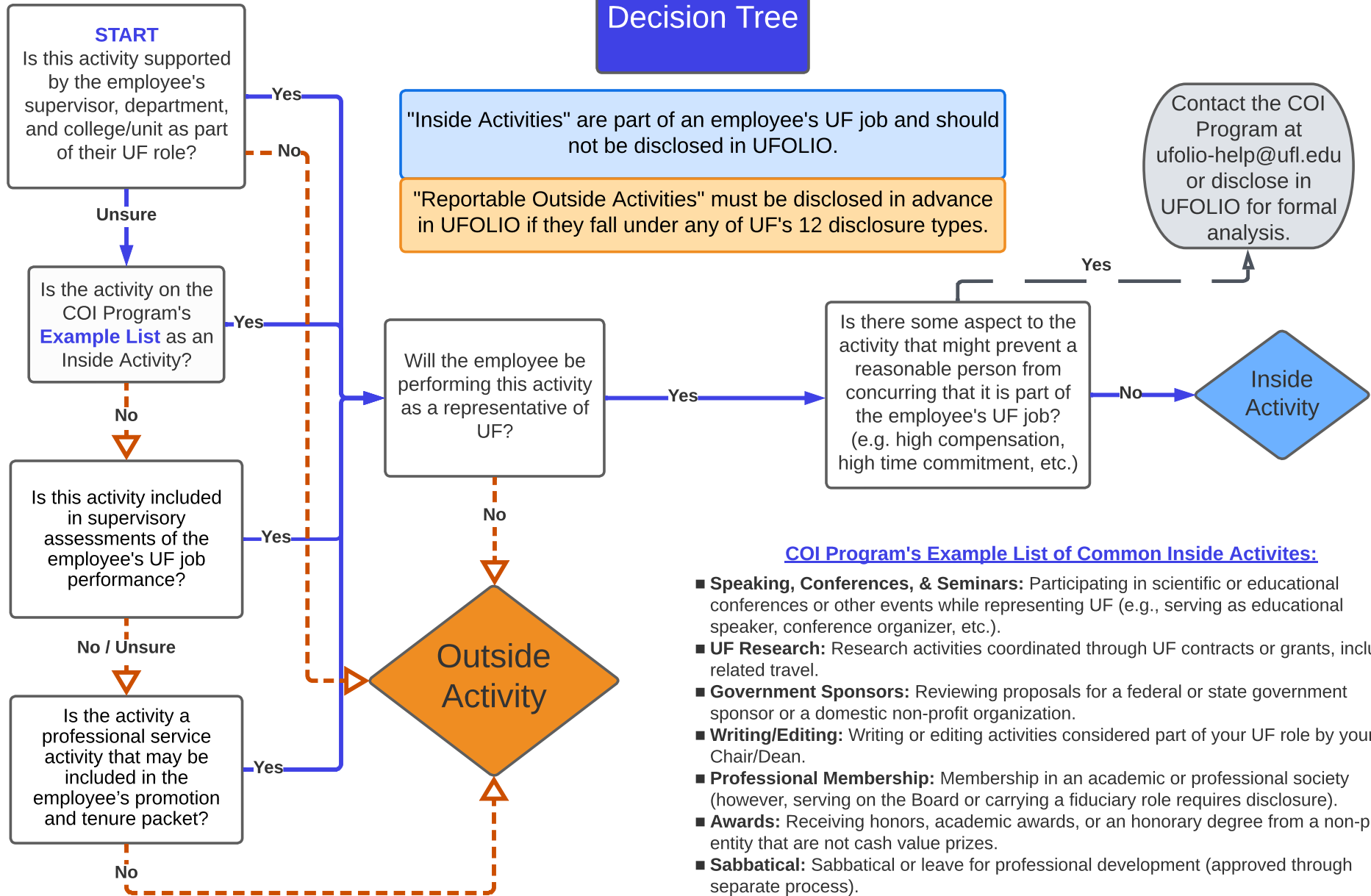### COI Program's Example List of Common Inside Activites:

- **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.