

Disclosure “Material Changes” Guidance Document

When Should I Update My Outside Activity/Financial Interest Disclosure?

Minor changes to an outside activity/financial interest disclosure that do not change the substance or nature of the disclosure do not need to be reported in UFOLIO for prior approval. However, [UF Policy](#) requires employees to update their disclosures with any material changes that occur throughout the year.

What is a Material Change?

A Material Change includes, but is not limited to:

- Consulting projects initiated under new or separate work orders even if governed by a previously disclosed master services agreement,
- New or expanded external responsibilities, time commitment, or scope of work,
- Changes to external appointment, name, or title,
- Changes to external entity name, information, or location (including location of work),
- Any new or additional income resulting in \$5,000 or greater compensation, if the amount of income previously reported was below \$5,000,
- Any substantial increases (10% or more) to income if the amount of income previously reported was above \$5,000,
- New contracts and contract modifications,
- Changes to external entity ownership interest(s),
- Any changes related to the involvement of UF students or employees,
- Any changes related to entities that sponsor your UF research or license your UF technology,
- Any changes related to entities that do business with UF, including but not limited to:
 - The disclosed entity did not previously do business with UF, but is newly engaging in business with UF,
 - The discloser was not previously involved in business between UF and the entity, but will newly be involved.

Please don't hesitate to reach out to the COI Program at UF-COI@ufl.edu if you have additional questions or would like to discuss a disclosure.

How do I Update UFOLIO?

Log in to [UFOLIO](#) and select the 'Renewable Disclosures' tab/button. Select the appropriate disclosure and then select "Modify or Renew Disclosure" on the left menu bar.* A visual guide is available [here](#).

*Please note, if the material change you are reporting is a change to the disclosed entity's name, we recommend you submit a new disclosure and reference the previous disclosure with the previous entity name. Disclosers cannot change the entity information when renewing an existing disclosure.