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 over resulting in $5,000 or great 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 entities that sponsor your UF research or license your UF technology,
- Any changes related to entities that do business with UF in the area of your institutional expertise, 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.