COTA Inside Activity Decision Tree

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

No / Unsure

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

No

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

No / Unsure

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

No

Outside Activity

Yes

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

"Reportable Outside Activities" must be disclosed in advance in UFOLIO pursuant to UF COI Policy.

If there is any UF student involvement in the activity, is approval from the college documented?

Yes

Inside Activity

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

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).
- 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.

COTA-Specific Inside Activity Examples:

- Commissioned Works: Entering into an agreement to create artistic works within the scope of the faculty member's research profile as supported by the faculty member's supervisor, department, and college/unit, even if compensation is paid directly to the faculty member.
- Artistic Exhibitions and Performances: Entering into an agreement to perform any form of artistic expression within the scope of the faculty member's research profile as supported by the faculty member's supervisor, department, and college/unit, even if compensation is paid directly to the faculty member.
- Arts Research: All other activities performed as part of a faculty member's research portfolio that cannot otherwise be routed through the UF Division of Sponsored Programs or the UF Foundation.

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