

## UNDERSTANDING INSTITUTIONAL RESPONSIBILITIES

UF faculty and staff must report and certify the accuracy of their Disclosable Interests (as defined in [UF Policy 1-003 on Conflicts of Commitment and Conflicts of Interest](#)) on their Disclosure Profiles in eDisclose at least annually and within 30 days of acquiring or discovering a new Disclosable Interest. If an activity is part of an employee's Institutional Responsibilities, it is not reported on the Disclosure Profile in eDisclose. This guide explains how to determine the scope of Institutional Responsibilities.

Consult: Guide to [Outside Activities, Disclosable Interests and Significant Financial Interests](#) for definitions and examples of Disclosable Interests.

Consult: One-Page Guide to [What and When to Disclose](#) to determine if an activity or financial interest requires a Pre Approval Request or disclosure on the Disclosure Profile in eDisclose.

### HOW IS INSTITUTIONAL RESPONSIBILITY DEFINED?

***Institutional responsibility*** means any activity an employee does as part of their assigned responsibilities on behalf of UF, such as research, teaching, institutional committee memberships, professional practice, and administrative activities, including any university activities that form the basis for supervisory assessment of their university job performance ([UF Policy 1-003](#))

Common examples of activities within institutional responsibilities:

- **Artistic Exhibitions and Performances:** Entering into an agreement to perform any form of artistic expression (within the scope of the scope of the faculty member's expertise/area of practice)
- **Awards:** Receiving honors, academic awards, or an honorary degree from a non-profit
- **Federal Programs:** Serving as a program manager for a federal agency on an Intergovernmental Personnel Act (IPA) or similar program
- **Fulbright:** Participating in the Fulbright (Scholar) Public Policy Fellowship program
- **Government Sponsors:** Performing peer review or a proposal review for a federal or state government sponsor or non-profit organization, conference committee or journal editorial duties while representing the university
- **IFAS Extensions:** providing IFAS extension services as UF faculty or staff

- **Professional Membership:** Membership in an academic or professional society (however, serving on the Board or carrying a fiduciary role requires disclosure).
- **Sabbatical:** Sabbatical or leave for professional development (approved through separate process managed by the college and the office of the Provost).
- **Speaking, Conferences, & Seminars:** Participating in scientific or educational conferences or other events (e.g., serving as educational speaker or conference organizer).
- **Thesis/Dissertation:** Serving as an external member of a thesis, dissertation or promotion committee
- **UF Research:** Research activities coordinated through UF contracts or grants, including related travel.
- **Writing/Editing:** Writing or editing activities considered part of your UF role by your department chair.

#### WHERE DO EMPLOYEES DOCUMENT INSTITUTIONAL RESPONSIBILITIES?

Document activities that are considered Institutional Responsibilities on a Faculty Annual Report, Effort Report, Semi-Annual Evaluation or Travel Authorization Request (TA), as applicable. Do not report Institutional Responsibilities on the Disclosure Profile in eDisclose.