

WHAT AND WHEN TO DISCLOSE

University policy, the Florida Code of Ethics and federal regulations require disclosures and mitigation of conflicts of commitment and interest. This guide provides helpful pointers in getting your disclosures submitted accurately and timely.

PRE APPROVAL— SUPERVISOR AND COI PROGRAM APPROVAL ***BEFORE*** YOU PROCEED

Pre Approval is only required before you engage in an outside activity in the following circumstances:

- The outside entity does business with UF
- Outside Activity uses UF employees, students, facilities, equipment or other UF resources
- Textbooks and classroom works if you will require your students to purchase
- Candidacy for or holding public office
- Expert Witness for 1) medical matters or 2) if UF is a party to the case
- Agreements with IP terms that do not include the [University-provided Intellectual Property Rider](#)
- Innovation Inducement Prizes in which the employee is participating as an outside activity

DISCLOSURE PORTFOLIO — DISCLOSURE OF INTERESTS WITH ANNUAL CERTIFICATION

WHAT IS A DISCLOSURE PORTFOLIO?

A single, dedicated workspace to list all Disclosable Interests, certify annually and keep updated throughout the year.

WHAT ARE DISCLOSABLE INTERESTS?

Equity, consulting or other professional services, editorial services, non-UF intellectual property rights, divestiture and cash pay-out, board membership (private companies and nonprofit organizations), outside employment, other appointments, and Innovation Inducement Prizes.

Disclosable Interests are limited to activities and interest related to your professional area of expertise and not carried out as part of UF institutional responsibilities.

WHEN DOES THE POLICY REQUIRE REPORTING A DISCLOSABLE INTEREST?

Within 30 days of acquiring or discovering a new Disclosable Interest. This means if the activity or financial interest does not require Pre Approval, simply disclose it within 30 days.