

EDISCLOSE ROLLOUT

The UF COI Program is implementing UF's new eDisclose system in two phases. Note that eDisclose includes two modules: Pre Approval Requests (PAR) and Disclosure Profiles (disclosure of actual interests with an annual certification requirement).

PHASE I: SUMMER 2025

1. Pre Approval Requests:

- **In-unit faculty must continue to submit requests for their Outside Activities and Financial Interests via UFOLIO** to comply with Article 26 of the Collective Bargaining Agreement. In-unit faculty must seek advance permission for all Outside Activities and financial interests as outlined in Article 26.
- **All other faculty and staff (with .26 or great FTE) will begin to submit Pre Approval Requests via eDisclose if advance permission is required by the new, consolidated [UF COI and COC Policy](#).** The new policy requires prospective approval from UF in limited circumstances. Details available in eDisclose Resources on [coi.ufl.edu](#).

2. Disclosure Profiles:

- **Regardless of in-unit status, all researchers** need to complete a Disclosure Profile to avoid delays myIRB protocol and UFIRST proposal and award processing beginning in mid-September.

PHASE II: FALL 2025 – SPRING 2026

Disclosure Profiles and Annual Certification Requirement:

In accordance with the schedule found on Page 2 of this guide, unit leadership, in coordination with the UF COI program, will distribute information to unit employees regarding policy requirements and guides, system resources, training session details (including for supervisors) and the date employees can expect to receive eDisclose system notifications.

On the date announced by unit leadership, eDisclose system notifications will be sent to employees who are subject to the new policy (.26 and greater FTE and researchers). The notification will alert each employee their Disclosure Profile requires action and include a link to log into the system (researchers who have already completed this will not receive a duplicate notification). If an employee includes a Disclosable Interest on the Disclosure Profile, the supervisor will receive it for review.

DISCLOSURE PROFILE ROLLOUT SCHEDULE

September 22, 2025- October 31, 2025	November 3, 2025- December 5, 2025	December 8, 2025- January 9, 2026	January 12, 2026- January 30, 2026	TBD for Areas with “In Unit” Faculty (Details on Page 3)
College of Medicine College of Medicine, Jacksonville UF Scripps	College of Veterinary Medicine College of Nursing College of Pharmacy College of Public Health and Health Professions College of Dentistry	IFAS College of Agricultural Sciences College of Law UF Research Centers and Institutes	Central Administrative Units, for example: <ul style="list-style-type: none"> • Academic Affairs • Enrollment Management • Human Resources • Office of the Chief Financial Officer • Office of the General Counsel • Advancements • Communications • UFIT <i>Full List of Administrative Units on Page 4</i>	College of the Arts College of Business Distance and Continuing Education Design Construction and Planning College of Education Engineering Journalism and Communications International Center Libraries College of Liberal Arts and Sciences College of Health and Human Performance Natural History and Harn Museums Student Health Care Center Whitney Marine Laboratory

ADDITIONAL INFORMATION FOR UNITS WITH IN-UNIT FACULTY

“In-unit” refers to faculty who are part of the United Faculty of Florida bargaining unit. Membership in the bargaining unit is dependent upon position title *and* upon your college. Colleges, centers, and programs within the bargaining unit include: Arts, Business, Counseling and Wellness Center, Distance and Continuing Education, Design Construction and Planning, Education, Engineering, Health and Human Performance, Journalism and Communications, International Center, Digital Worlds, Academic Spoken English, Writing Program, Dial Center for Written and Oral Communication, Libraries, Liberal Arts and Sciences, Natural History and Harn Museums, Student Health Care Center, Whitney Marine Laboratory. Professional positions within the bargaining unit are specified in the [Collective Bargaining Agreement, Appendix A](https://uff-uf.org/membership-faq/). (source: <https://uff-uf.org/membership-faq/>).

“Out-of-unit” includes all other UF employees (in general, this includes administrative and/or non-faculty positions).

WHY IS THE ROLL OUT DATE FOR AREAS WITH “IN-UNIT FACULTY” TBD?

While bargaining is ongoing, in-unit faculty must use UFOLIO to seek approval to engage in Outside Activities pursuant to Article 26 of the Collective Bargaining Agreement (CBA). In-unit faculty will only use eDisclose, if needed, to meet research requirements.

WHAT DO “OUT OF UNIT” EMPLOYEES WHO WORK IN AN AREA LISTED AS “TBD” DO WHILE CBA NEGOTIATIONS ARE STILL ONGOING?

Out-of-unit employees will use Pre Approval Requests in eDisclose to request advanced approval if required by new [UF COI and COC Policy](#). PDF disclosure forms are no longer available and must not be used.

Notifications to complete a Disclosure Profile annually will be sent to all employees in the college/area at the same time. The Disclosure Profile for out-of-unit employees in these areas will remain in the “No Action Required” state until bargaining is complete, and an implementation date is set.

ADMINISTRATIVE UNITS – JANUARY 12 – 30, 2026 TARGET ROLLOUT DATE

Business Affairs	J Wayne Reitz Union
Business and Economic Development	Office Enrollment Management
Business Services	Office Of President
Chief Financial Officer	Office Of Provost / Academic Affairs
Construction, Facilities and Real Estate	Office Of Student Life
Division of Housing	Office of the General Counsel
Emergency Management	Small Business Vendor Services
Environmental Health & Safety	Stephen C O’Connell Center
Facilities Services Department	Student Financial Affairs
Finance - Accounting	Student Government
Florida Virtual Campus	UF Advancement
Graduate School	University and Governmental Relations
Human Resources	University Police
Information Technology	University Press of Florida