

Disclosure Guide: External Activities and Interests

Examples of common activities

TIP: What does “related to my institutional responsibilities or professional expertise” mean?

The term “institutional responsibilities” refers to any professional responsibilities that you undertake on behalf the University of South Alabama, which may include, for example, research, research consultation, teaching, professional practice, institutional committee memberships, and service on panels such as Institutional Review Board. Professional expertise refers to anything in your area of expertise with the caveat that it shouldn’t be applied too narrowly. This does not mean that this term broadly captures the entirety of one’s field, such as engineering, biology or political science. When evaluating what is related, instead consider aligning your analysis with the appropriate sub-field, such as electrical engineering, molecular biology or political theory.

Type of Disclosure	Disclose	Examples	Disclose NOT Required
Financial Interest, Ownership, Management, or Intellectual Property (IP) Income	<ul style="list-style-type: none"> • You or a family member have a financial interest in a publicly or non-publicly traded entity related to your institutional responsibilities • Have equity or ownership interest related to your institutional responsibilities in a privately traded entity • You or a family member have an ownership interest or management position in an external entity that conducts business with USA • Receiving from an entity other than USA royalties, licensing fees, copyright income, or other income from IP related to USA expertise 	<ul style="list-style-type: none"> • Owning a faculty startup company that licenses USA technology related to your expertise • A family member holding a management position in an entity that conducts business with the USA • Receiving licensing fees in excess of \$5,000 annually from technology you developed at another institution 	<ul style="list-style-type: none"> • Income, equity, or ownership interest from independently managed investments like mutual funds or retirement accounts • IP income not related to your USA expertise • Any IP income received from USA
Public Office	<ul style="list-style-type: none"> • You are a candidate for or hold public office 	<ul style="list-style-type: none"> • Running for local, state, or federal government office 	<ul style="list-style-type: none"> • Non-governmental offices
Outside Teaching	<ul style="list-style-type: none"> • Hold a teaching appointment at another educational institution 	<ul style="list-style-type: none"> • Teaching an online course for another educational institution 	<ul style="list-style-type: none"> • Teaching at non-educational institutions, e.g. exercise class (unless related to your USA expertise, which should be reported as professional services)

Type of Disclosure	Disclose	Examples	Disclose NOT Required
Classroom Materials	<ul style="list-style-type: none"> Requiring your students to purchase classroom materials authored by you or a family, and for which you anticipate receiving income or anything of value 	<ul style="list-style-type: none"> Self-authored book you require your students to purchase and from which you receive copyright income 	<ul style="list-style-type: none"> Requiring your students to purchase classroom materials authored by you or a family member for which you do NOT receive anything of value
Expert Witness	<ul style="list-style-type: none"> Provide services such as professional consulting as an expert witness on a legal matter (lawsuit) 	<ul style="list-style-type: none"> Providing an expert opinion on any legal matter Appearing in court as an expert witness 	<ul style="list-style-type: none"> Testifying in a case as witness (i.e. not an expert witness)
Services to Professional Community	<ul style="list-style-type: none"> Providing paid or unpaid professional services related to your expertise 	<ul style="list-style-type: none"> Consulting for an outside entity in any capacity, e.g. educational, technical, clinical, etc. Serving on an advisory board for an external entity Reviewing proposals 	<ul style="list-style-type: none"> Review of scientific/academic publications Books reviews Editorial boards for academic publications Volunteering or community service activities Outside employment unrelated to your USA expertise Invited lectures at U.S. universities (even if receiving an honorarium) Presenting scholarly work at US universities Service on university dissertation/advisory committees Reviewing grant proposals for US government or US non-profit agencies Any professional activities reasonably considered by your supervisor to be part of your USA institutional responsibilities

Type of Disclosure	Disclose	Examples	Disclose NOT Required
Outside Research	<ul style="list-style-type: none"> Performing any research for or receiving research funding from any institution other than UF 	<ul style="list-style-type: none"> Holding a research appointment at another institution Conducting research and development for a company in your private capacity 	<ul style="list-style-type: none"> Research performed at external entities as part of a USA sponsored project or with USA research funds Collaborative USA research performed during official business travel
Sponsored Travel	<ul style="list-style-type: none"> Applies to Investigators on research projects funded by PHS or foundations that follow the PHS COI regulations See FAQs: PHS Requirement to Disclose Sponsored Travel for Sponsored Travel that should be disclosed 	<ul style="list-style-type: none"> Sponsored travel is any travel expense that has been paid directly for you by a third party or for which you have been reimbursed by a third party 	<ul style="list-style-type: none"> USA applies this requirement only to Investigators working on PHS projects or foundations that follow PHS COI regulations. See FAQs: PHS Requirement to Disclose Sponsored Travel for Sponsored Travel that does not require disclosure

