

HOW TO AUTO-GENERATE YOUR FINAL APPROVED REQUEST INTO A DISCLOSURE

Please follow all 10 quick steps listed below. These steps will only take a minute to complete.

Step 1: Log into the outside activity portal: <https://apps.utsystem.edu/ActivityPortal/>

Step 2: Scroll down to your “Requests” table

Step 3: Find the ‘Final-Approved’ request and click on ‘Select’

Step 4: Click ‘Generate Disclosure from Request’

Request Form: 8655

Step 5: Please answer the following questions:

Create a Disclosure from a Final-Approved Request

Create a Disclosure from a Final-Approved Request: # 8655

Activity: Outside Employment - Other Compensated Activity

Related Entity: ABC Company

For what year are you Disclosing:

2023

Please be sure to select the 2023 year

Did any portion of this activity occur during your appointment to UT System?*

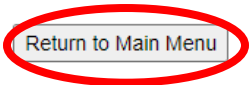
- Yes
 No

Generate Disclosure

Return to Request

Step 6: Once the disclosure has been generated click on 'Return to Main Menu.'

✓ Success:
You have successfully generated a disclosure from this Request. Newest Disclosure is # 109759



Step 7: From the Main Menu, scroll down to your 'Disclosure' table, click 'Select' on your **CLOINED** auto-generated disclosure

Disclosures

	Disc_Id	Activity	Relation	Entity Name	Status	Action Desk	Last Update
Select	109759	OutsideEmp	Self	ABC	CLOINED		01/14/2024

Step 8: Review all sections of your disclosure form and update any information as needed.

General | Conflict of Interests/Commitments | Compensation | Documents | Time | **Summary**

Disclosure Review Page

The following actions are available:
Submit Disclosure | Delete Disclosure | Clone Disclosure

General Section

DISC: 109759
Are you considered a Researcher (or part of Sponsored Projects) for the purposes of this Disclosure? N
Created: 01/14/2024
Current Status: SAVED (Please SUBMIT)
Activity: Outside Employment - Other Compensated Activity
Relationship: Self
Entity Name: ABC
Country: United States of America
Street 1: 500 W. University Ave.
Street 2: (blank)
City: El Paso
State: Texas
Zip Code: 79968
Entity Type: Not for Profit
Industry: NPO Health
Duty Type: Consulting
Duty Description: Provided consulting services
Related to institutional responsibilities? Y
Year Disclosing: 2023

Conflict of Interest

Do you feel this activity may create or may reasonably appear to create a conflict of interest? N
COI Comment: (blank)
Do you feel this activity may create or may reasonably appear to create a conflict of commitment? N
COC Comment: (blank)
If applicable, has a Conflict Management Plan been put into place? N/A

Compensation

Compensation Amount: \$0
Cash or other equivalent: Y
In Kind: N
Travel/Expense Reimbursements: N
Equity: N
Compensation Comments: (blank)

Time

Estimated Numbers of hours of service: 5
Time Freq: (blank)
Start Date: 01/1/2023
End Date: 12/31/2023
Did any portion of this activity occur during your appointment to UT System? Y
Additional comments: (blank)

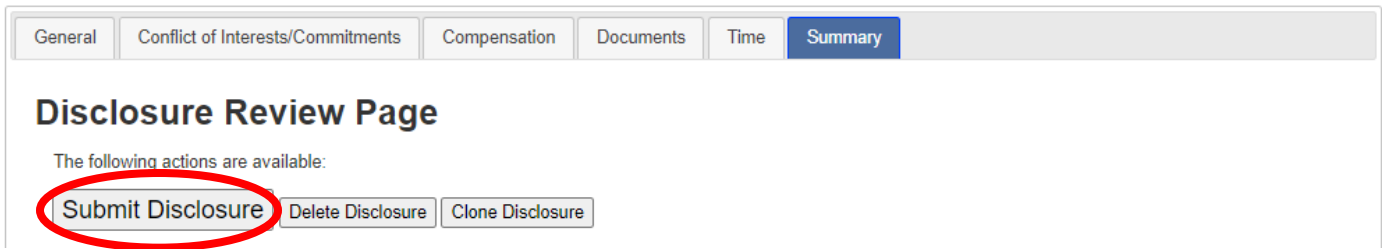
Documents

Attached Document(s)? N
Document Name(s): (none attached)
Details: (blank)

FormStatusUpdates - Only Visible with Report Access

Please be sure the start and end dates are within the 2023 calendar year (01/01/2023 – 12/31/2023)

Step 9: Once all of the information has been updated and is correct, click on **'Submit Disclosure.'**



The screenshot shows a web interface with a navigation bar at the top containing tabs for 'General', 'Conflict of Interests/Commitments', 'Compensation', 'Documents', 'Time', and 'Summary'. The 'Summary' tab is selected. Below the navigation bar is the heading 'Disclosure Review Page'. Underneath, it says 'The following actions are available:'. Three buttons are listed: 'Submit Disclosure', 'Delete Disclosure', and 'Clone Disclosure'. The 'Submit Disclosure' button is circled in red.

Step 10: Please confirm by clicking **'Yes, I want to submit.'**

Disclosure Form

Activity to be submitted:

- **Activity Type:** Outside Employment - Other Compensated Activity
- **Entity Name:** ABC
- **Disclosure Id:** 109759

By clicking submit, I have certified that the information contained in this disclosure form was complete and accurate, and further that the individual on this form is the individual submitting this form.

✓ Success: You have successfully submitted this disclosure. No further action is needed on your part. - 1/14/2022 4:47:32 PM ✕