UTEP RESEARCH & INNOVATION

# Disclosure Management

## Why Disclosure Matters

As a researcher at **UTEP**, you are required to disclose outside activities, relationships, and financial interests to ensure research remains objective, ethical, and compliant with federal regulations and University policies. Disclosures are reviewed by Research Protections, a unit of **Research & Innovation (R&I)**. Reporting protects your integrity, safeguards the University, and sustains public trust in research.

## What to Disclose

You must disclose any outside activity, relationship, or financial interest with an external entity when it involves or uses the same expertise you provide to the University, or when policies require it. Disclosures also include activities of "Covered Family Members," as defined in **UTEP's** HOP Policy Section IV, Chapter 2.2.3.

**Examples include:**

- Activities and relationships (paid or unpaid)
- International engagements, including in-kind support
- Intellectual property rights
- Substantial business interests or ownership of stock/options
- Gifts over $250 (or aggregated from one entity
- over $250)
- Payments, loans, reimbursements, or sponsored travel (specifying sponsor, purpose, destination, and duration)

## Foreign Relationships

All foreign relationships must be disclosed if they are sponsored, funded, directed, or controlled by a foreign government, agency, or institution. Examples include:

- Honorary titles or appointments
- Employment or grant support
- International travel support
- In-kind support such as research facilities, equipment, or collaborative patents

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## When and How to Disclose

- **Outside Activity Portal**: All disclosures must be submitted online through the portal.
- **Annual Disclosure Season**: January through March each year, covering the previous calendar year.
- **Ongoing Obligation**: New outside activities or financial interests must be disclosed within 30 days of acquiring them.

## Who Must Disclose

“Covered Individuals” include all faculty and staff responsible for the design, conduct, or reporting of research, regardless of appointment type (full-time, part-time, or less than 12 months).

## Take the Next Step

Disclosing outside activities is not optional. It protects your research, your reputation, and the University’s eligibility for federal funding. When in doubt, disclose early and update often.

## Contact Us

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