



Disclosure Management

Why disclose?

As a researcher at UTEP, you are expected to report (i.e., disclose) any outside activity, relationship, or financial interest with an external entity (e.g., company, organization, etc.) to UTEP for a financial conflict of interest (FCOI) review by the Research Protection Unit. Your outside activity disclosure ensures that **you and UTEP** are compliant with the federal regulations and institution policies designed to safeguard objectivity in research.

What is an outside activity, relationship or financial interest?

Outside activities, relationships, or financial interests are certain personal, professional, commercial, or financial endeavors you undertake with an entity/organization external to UTEP in which you utilize the same professional expertise, service, or knowledge you provide to UTEP, and which are not a part of a UTEP administered research project.

Outside activities generally fall into **six categories**:

1. Activities and relationships (paid or unpaid)
2. International engagements (even when no money is exchanged – in-kind support)
3. Intellectual property (IP)
4. Ownership interest (equity, stock, or stock options)
5. Payments, loans, and reimbursements
6. Other sources of support

Do I disclose a foreign relationship?

Yes. Disclose all foreign relationships you have with a program that are sponsored, funded, directed, or controlled by a foreign government, agency, or institution that results in an honorary title; employment; grant support; international travel support; in-kind support, such as research facilities and equipment; or collaborative patents.

Does the type of appointment I have matter whether I am required to disclose?

Whether your UTEP appointment is full time, part time or less than 12 months, you are responsible for disclosing activities for you and any “Covered Family Member”, as described in [UTEP HOP Policy Section IV, Chapter 2.2.3](#), when:

- The outside activity relies upon or utilizes your area of expertise, scholarship, or employment;
- The outside activity could influence your UTEP duties (i.e. research, teaching, clinical, or public service);
- The external entity conducts business with UTEP; OR
- You are a “Covered Individual” (Principal Investigators, Co-Investigators, Project Directors and Students) more information can be viewed by visiting this link: [UTEP HOP Policy Section IV, Chapter 2.1.1](#)

Get in Touch!

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