




# Outside Activity Disclosure Guidance

An “outside activity” is any activity which occurs outside of fulfilling one’s employment obligations at U.T. System Administration or to UTEP.

Whether your UTEP appointment is full time, part time or less than 12 months, you are responsible for disclosing activities for you, your spouse, a dependent child or stepchild other dependent or related or non-related, unmarried adult who resides in the same household and with whom the individual is finically interdependent:



- A description of the nature and extent of all outside employment or other compensated activity;
- A description of the nature and extent of any outside activity, regardless of compensation, that reasonably appears to create a conflict of interest or a conflict of commitment;
- A description of the nature and extent of outside board service as described in UTEP HOOP Policy Section IV Chapter 2.2.2;
- A description, including the amount of compensation or interest, of any substantial interest in a business entity;
- A description of gifts over \$250 with the exceptions noted in UTEP HOOP Policy Section IV Chapter 2.2.2

In general, outside activities fall into the following six (6) categories. Use the chart below as guidance when disclosing your outside activities in the UT System Outside Activity portal.

Category	Disclose	Exceptions / Don’t Disclose
<p data-bbox="175 919 386 1014"><b>Activities &amp; Relationships (Paid &amp; Unpaid)</b></p> 	<ul style="list-style-type: none"> <li>▪ Consulting</li> <li>▪ Appointment, employment, or visiting scholar at a domestic or <b>non-U.S. entity</b> (e.g., teaching a class/course, role at a start-up, directing a program, lab work, or other services typical for an employee or professor)</li> <li>▪ Advisory role (e.g., scientific advisory board, data and safety monitoring board)</li> <li>▪ Board of Directors, Corporate Officer, Trustee, or other position with fiduciary responsibility</li> <li>▪ Leadership role in a professional society</li> <li>▪ Speaking engagements (see exceptions)</li> <li>▪ In-kind resources (e.g., lab, office, equipment, materials, reagents, personnel, etc.) provided by a domestic or non-U.S. entity that you have access to or are using outside of your UTEP role. These may include, but are not limited to: Research, Teaching, Professional Practice, Service on Institutional Committees, Conduct of sponsored projects, etc.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Speaking engagement and/or travel that is: <ul style="list-style-type: none"> <li>○ Supported by a U.S. federal, state, or local government agency</li> <li>○ Supported by a U.S. academic institution that is public or non-profit and accredited, or the said academic institution’s affiliated hospital, medical center, or research center</li> </ul> </li> <li>▪ U.S. professional society activity: <ul style="list-style-type: none"> <li>○ Membership</li> <li>○ Service that is not paid nor involves paid travel</li> <li>○ Speaking at or travel to national annual meetings, forums, congresses (<a href="#">under \$5,000 in a 12-month period from a single entity</a>)*</li> </ul> </li> </ul>






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<p><b>International Engagements</b></p> 	<ul style="list-style-type: none"> <li>▪ Appointment, employment, or visiting scholar at a <b>non-U.S. entity</b> (e.g., teaching a class/course, role at a start-up, directing a program, lab work, or other services typical for an employee or professor)</li> <li>▪ Participating in a <b>foreign talent recruitment (or similar) program</b> [which is prohibited at UTEP] or support provided by the program through an intermediary</li> <li>▪ Consulting and/or advising for a <b>non-U.S. entity</b>, including academic and healthcare institutions, governments, companies, or non-profits (any dollar amount)</li> <li>▪ Research support from or research engagement with a <b>non-U.S. entity</b> that did not route through UTEP</li> <li>▪ Grant reviewer or other advisory services for non-U.S. institutions, organizations, and entities</li> <li>▪ In-kind resources (e.g., lab, office, equipment, materials, reagents, personnel, etc.) provided by a <b>non-U.S. entity</b> that you have access to or are using outside of your UTEP role</li> <li>▪ Venture or other capital financing</li> <li>▪ Non-U.S. professional society participation (e.g., membership, leadership, travel, etc.)</li> </ul>	<ul style="list-style-type: none"> <li>▪ Visitors/trainees working in your UTEP lab</li> <li>▪ Financial support from a non-U.S. entity received by visitors/trainees in your lab</li> <li>▪ Collaborations with non-U.S. persons on activities or research within your UTEP role (including NIH foreign components)</li> <li>▪ Provisions of in-kind support to someone at a non-U.S. entity</li> </ul> <p>Although you are not required to disclose these activities in the UT System Outside Activity portal, you may be required to report them in Current &amp; Pending (Other) Support documentation to funding agencies (e.g., NSF, NIH, DOE, DOD, NASA, etc.)</p>
<p><b>Ownership Interest (Equity, Stock, Stock Options)</b></p> 	<ul style="list-style-type: none"> <li>▪ Ownership (e.g., stock, stock options, LLCs, etc.) in a company (including start-up companies)</li> <li>▪ <b>Ownership of 1% or greater of a publicly traded company that conducts business with UTEP</b> (e.g., sponsors research, contracts, vendors/supplier of goods/services)</li> </ul>	<ul style="list-style-type: none"> <li>▪ Ownership (e.g., stock, stock options) <b>less than 1% of a publicly traded company not related to your UTEP responsibilities or research</b></li> <li>▪ Mutual funds, retirement funds, and similar investments where you do not control the investment decisions within the portfolio at the level of specific companies</li> </ul>



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<p><b>Intellectual Property (IP)</b></p> 	<ul style="list-style-type: none"> <li>▪ Optioned or licensed IP developed at UTEP or outside UTEP</li> <li>▪ Software apps marketed by a company</li> <li>▪ Open source IP (e.g., software)</li> <li>▪ Royalties, milestones, option fees</li> </ul>	<ul style="list-style-type: none"> <li>▪ Inventions/IP that have not been optioned, licensed, or reassigned, even if there is a patent</li> <li>▪ Software apps that are not marketed or sold</li> <li>▪ Book royalties</li> </ul>
<p><b>Payments, Grants, &amp; Contracts</b></p> 	<ul style="list-style-type: none"> <li>▪ Royalties, milestones, option fees</li> <li>▪ Payments from professional societies for services</li> <li>▪ Travel expenses reimbursed directly to you by a single domestic outside organization <u>of \$5,000 or above in aggregate in a 12 month period*</u></li> <li>▪ Any payment, reimbursement, travel support or other compensation, of any amount, that you personally receive, or will personally receive, from a foreign entity.</li> <li>▪ Gifts from outside entities made directly to the investigator</li> <li>▪ Venture or other capital financing</li> </ul>	<ul style="list-style-type: none"> <li>▪ Payments for service as a U.S. federal, state, or local government agency grant/study section reviewer</li> <li>▪ Effort (paid or unpaid) on a research or sponsored project routed through UTEP (e.g., sponsored research, other sponsored activities, UTEP funded research, unfunded agreements, or other payments to UTEP resulting from a UTEP contract)</li> <li>▪ Financial support (domestic or non-U.S.) received by trainees in your lab (although non-U.S. support may be required in Other Support or similar reports to funding agencies)</li> <li>▪ Domestic travel under \$5,000 in a 12 month period from a single entity*</li> <li>▪ Travel paid by UTEP or yourself</li> </ul>
<p><b>Additional Roles</b></p> 	<ul style="list-style-type: none"> <li>▪ Research at an outside entity (that is not a part of your UTEP research)</li> <li>▪ Editor of journals or other publications not routed through UTEP</li> <li>▪ Expert witness or other legal services</li> <li>▪ Grant reviewer (see exceptions)</li> </ul>	<ul style="list-style-type: none"> <li>▪ Reviewer of books or journal articles</li> <li>▪ Grant reviewer for U.S. governmental agencies (any dollar amount) or U.S. non-profit entities (<u>under \$5,000 in a 12 month period from a single entity</u>)*</li> </ul>

\*Keep in mind that if you travel, speak, and/or perform grant reviews for a single entity multiple times over the course of any rolling 12 month period, the \$5,000 threshold may be exceeded, and such activities will need to be reported. Travel, speaking, and/or performing grant reviews for a non-U.S. entity should be disclosed, regardless of the dollar amount. If an individual has a doubt if they should disclose, they could always resolve the doubt in favor of disclosure.