

Are you an employee or a researcher? Great!

Disclose Outside Activities If You Are...

- ✓ A Faculty Member
 - Full-time (9-month or 12-month; *note*: your disclosure will need to cover 12 months)
 - Part-time
 - Adjunct
 - Faculty Researcher
- ✓ Staff (*includes* UT department heads and other administrators; *excludes* seasonal employees and event staff)
- ✓ A Graduate Assistant
- ✓ A Graduate Student Researcher
- ✓ An Undergraduate Student Researcher
- ✓ New to UT or In A New Position at UT (*complete within 30 days*; *excludes* seasonal employees, event staff, and undergraduate student workers)
- ✓ An individual (regardless of title or position; paid or unpaid) who is responsible for:
 - the design, conduct or reporting of research at UT; or
 - the design, conduct, or reporting of research for a Public Health Service (PHS) agency, its designees, or other sponsors following Public Health Service requirements (*outside resource*: [Agencies Using the PHS FCOI Regulations](#)).
 - *Short Exercise*: If you can answer “YES” to one of the following, you need to disclose outside activities:
 - Are you responsible: (1) for the design of the research?... (2) for the conduct of the research?... (3) for the reporting of research?... (4) for the programmatic outcomes?... (5) as a collaborator on a publication related to the research (*i.e.*, are you an author on a publication that cites the grant as a “funding source”)?
 - *Examples*: Project Directors, Principal Investigators/Investigators, Co-Investigators, Postdoctoral or Graduate Paid Fellowships, Senior or Key Personnel, Collaborators, and/or Consultants