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