

## OUTSIDE ACTIVITIES AND FINANCIAL DISCLOSURES

Numerous regulations, laws, and policies provide guidance regarding the participation in outside employment/compensated activities and board service, and the ownership of financial interests in outside entities. These rules also provide direction for the disclosure of such activities and interests to the university, and how UTHealth must review the information.

### ALL INSTRUCTIONS AND FORMS FOR THE FOLLOWING REQUIREMENTS ARE LOCATED AT:

Financial Disclosures - <https://inside.uth.edu/coi/financial-disclosures.htm>

Outside Activity Request - <https://inside.uth.edu/coi/outside-activities.htm>

---

### **Initial Financial Disclosure – Use the on-line “Financial Disclosure Statement Form”**

- As a new employee, you must submit an *initial* Financial Disclosure Statement per the *Conflict of Interest, Conflict of Commitment and Outside Activities Policy* ([HOOP 20](#)) if any of the following apply:
  - You are a faculty member;
  - You are an administrative and professional (A&P) employee ([HOOP 150, Administrative and Professional and Classified Job Appointments](#));
  - You are an executive officer of the university;
  - You negotiate or execute contracts on behalf of UTHealth;
  - You will be involved in procurement (\$15,000 or more);
  - You are involved in contract management;
  - You are a “Covered Individual” on an UTHealth research project as designated by the principal investigator of the project, per the *Research Conflicts of Interest Policy* ([HOOP 94](#)).
- Your *initial* Financial Disclosure Statement is due within 30 days of your hire date.
- You will disclose reportable activities and interests for the prior 12 months before your hire date.
- You do not need to disclose anything regarding your former primary place of employment.
- If you are a faculty member who submitted a pre-employment financial disclosure to your hiring department, you are still required to submit this Financial Disclosure Statement once you are hired.

---

### **Annual Financial Disclosure – Use the on-line “Financial Disclosure Statement Form”**

- After your *initial* Financial Disclosure Statement has been submitted, you will then be required to submit a Financial Disclosure Statement *annually* starting January of the next calendar year.

---

### **Prior Approvals for Outside Activities – Use the “Outside Activities Request Form”**

- All faculty and staff must obtain **prior** approval from their supervisor for the following activities:
  - All outside employment and other compensated activities;
  - All board service (where your responsibilities are fiduciary in nature); and
  - Any other outside activity that would reasonably appear to create a conflict with your UTHealth job responsibilities.
- There are some exclusions to this prior approval requirement, so please refer to [HOOP 20](#) or the guidance on the Conflict of Interest Office website for further guidance.
- Your supervisor/department/School may not approve a proposed outside activity if it appears to create a conflict with your UTHealth job responsibilities that cannot be appropriately managed.

For more information please contact the Conflict of Interest Office: 713-500-3294 or [research\\_coi@uth.tmc.edu](mailto:research_coi@uth.tmc.edu)