The University of Nevada, Las Vegas (UNLV) must comply with federal, state, and Nevada System of Higher Education (NSHE) regulations related to conflicts of interest and compensated outside services. UNLV is responsible for reporting conflicts of interest associated with sponsored projects to the relevant federal funding agencies. The University must also report aggregate institutional data on conflicts of interest and compensated outside services to NSHE.

Based on these requirements, on an annual basis and prior to submission for funding of any new project that may pose a conflict of interest, all academic and administrative faculty (professional staff) members must provide information on the nature and extent of their compensated outside services and potential conflicts of interest/financial interest for the preceding 12 months using this Annual Conflict of Interest/Compensated Outside Services Disclosure Form.

All academic and administrative faculty are required to complete this Disclosure Form, whether or not they engaged in any outside activities. Information on the disclosure and review process is available in the Conflict of Interest/Compensated Outside Services Policy and in the Conflict of Interest Rules and Procedures document.

All employees must comply with NSHE policies regarding compensated outside services (for more information, see NSHE Board of Regents Handbook Title 4, Chapter 10, Section 1.7 and NSHE Board of Regents Handbook Title 4, Chapter 3, Section 9). For outside compensated activities that are not considered pre-approved activities, supervisor approval must be obtained using the Outside Activities Request Form. All activities identified as conflicts of interest must be managed through management plans, reduction, or elimination.

In order to ensure compliance with federal disclosure requirements, UNLV has added a section to this Disclosure Form that focuses on disclosure of international relationships and activities. Federal funding agencies, including but not limited to the National Institutes of Health (NIH), the National Science Foundation (NSF), Department of Energy (DOE), Department of Defense (DOD), and National Aeronautics and Space Administration (NASA), have all re-emphasized the requirement for disclosures with respect to foreign affiliations and foreign sources of support.

Upon completion of this form, you and your supervisor will receive an email with a copy of your completed Annual Disclosure.

For more information, please visit the UNLV Conflict of Interest website.
Helpful Links:

- Conflict of Interest/Compensated Outside Services Policy
- Conflict of Interest Rules and Procedures
- Office of Sponsored Programs - contact information
- NSHE Board of Regents Handbook Title 4, Chapter 10, Section 1.7
- NSHE Board of Regents Handbook Title 4, Chapter 3, Section 9
- National Institutes of Health (NIH)
- National Science Foundation (NSF)
- Department of Energy (DOE)
- National Aeronautics and Space Administration (NASA)
- Department of Defense (DOD)

☐ I have read and understand the University's policies on conflict of interest and outside compensated activities.

PART 1: EMPLOYMENT INFORMATION

The information provided below is based on current Workday records; Fields with a gray background in the form cannot be edited.

Employee Information

- Employee ID
- First Name
- Last Name
- Email
- Business Title
- Employment Classification
- Supervisory Organization

Contract Type

☐ 12-month contract
☐ 9-month contract
☐ Other (please specify):

Supervisor Information

- First Name
- Last Name
- Email

[This section shows only to those who have been identified as having active federally funded projects]

Active Federally Sponsored Projects

You have been identified by the Office of Sponsored Programs as having active federally sponsored projects during the past calendar year. Such projects may include funding from federal agencies or federal pass-through funds. Review all active awards in Workday, as this may include a no-cost extension for expenditures if the award is still open. Review all active awards in Workday, as this may include a no-cost extension for expenditures if the award is still open.
My active federally sponsored projects during the past calendar year (January 1, 2022 through December 31, 2022) included funding from the following federal agencies.

Check all that apply. You must check at least one item from the list.

- Dept. of Agriculture
- Dept. of Commerce
- Dept. of Defense
- Dept. of Education
- Dept. of Energy
- Dept. of Health & Human Services
- DHHS Other
- Dept. of Homeland Security
- Dept. of Housing & Urban Development
- Dept. of Justice
- Dept. of Labor
- Dept. of the Interior
- Dept. of Transportation
- Dept. of Veterans Affairs
- Environmental Protection Agency
- National Aeronautics & Space Administration
- National Endowment for the Arts
- National Endowment for the Humanities
- National Institutes of Health
- National Science Foundation
- Small Business Administration
- United States Agency for International Development
- Other Federal Agency (please specify)
PART 2: OUTSIDE COMPENSATION AND PAID TRAVEL

I _______ perform one or more compensated outside services (e.g., paid consulting; paid lectures; paid authorship or receipt of royalties; receipt of honoraria, stipends, or allowances; or engagement in any other employment or services for payment) during the past calendar year (January 1, 2022 through December 31, 2022).

□ Did
□ Did Not

[This section shows only to those who have indicated that they DID perform one or more compensated outside services.]

1. I am on an A-contract (12-month administrative contract) and took Annual Leave to perform outside compensated services, or I am on a B-contract (9-month academic contract) and did not exceed one day per week to perform outside compensated services.

2. Prior to commencing any outside services, I completed an Outside Activity Request Form and received approval from my supervisor for each activity performed, unless the activities were pre-approved.

In accordance with the Conflict of Interest Rules and Procedures, I confirm that the statements above are correct:

□ Yes
□ No   If No, please explain

How many outside activities did you perform in calendar year 2022?
This value will be indicated as invalid until it equals the breakdown by category total below.

<table>
<thead>
<tr>
<th>Academic</th>
<th>Business</th>
<th>Government</th>
<th>Other</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Number of activities that were considered pre-approved and for which submission of an Outside Activity Request Form was not required:

Number of activities approved through the submission of an Outside Activity Request Form:

Number of activities approved with a Management Plan:

Total number of Outside Activities performed:

How many outside compensated services that you requested approval to perform were not approved by your supervisor or another administrator? ________

If you submitted any Outside Activity Request Forms and/or Management Plans in 2022, please upload these documents with the appropriate signatures as well as any additional documentation if applicable.

Outside Activity Request (documents selected to upload appear as ‘pending’ until the form is submitted)

Select and Upload

Management Plan (documents selected to upload appear as ‘pending’ until the form is submitted)

Select and Upload

Additional Documentation (documents selected to upload appear as ‘pending’ until the form is submitted)

Select and Upload
[This section shows only to those who have indicated that they DID perform one or more compensated outside services AND have been identified as federally funded researchers.]

For each compensated outside activity reported above, please indicate how the activity may relate to, or may appear to relate to, your federally sponsored projects. If it does not relate to those projects, describe in detail how it is not related.

[Space is provided to add details for each activity reported]

Financially Supported Travel

I ______ engage in travel that was paid, reimbursed, or sponsored by a company or organization (excluding travel funded by a federal, state, or local government agency; an institution of higher education as defined in the U.S. Code Title 20 Section 1001; or an academic teaching hospital, medical center, or research institute affiliated with an institution of higher education) during the past calendar year (January 1, 2022 through December 31, 2022).

☐ Did
☐ Did Not

[This section shows only to those who have indicated that they DID engage in reimbursed/sponsored travel. Respondents can declare up to 15 items.]

Did the combined total compensation you received (in dollars) from your outside compensated services and/or reimbursed travel during the past calendar year (January 1, 2022 through December 31, 2022) exceed $5000?

☐ Yes
☐ No

If yes, please explain.
PART 3: INTERNATIONAL RELATIONSHIPS AND ACTIVITIES

The United States Government has emphasized the need to address concerns regarding foreign influence. Disclosure of foreign affiliations and foreign sources of support assures transparency, ensures the integrity of research at U.S. academic and research institutions, and ensures compliance with federal laws and regulations. The section regarding international relationships/activities serves to ensure disclosure of foreign relationships and activities in order to comply with federal laws and regulations.

A few examples of international relationships/activities include but are not limited to: consulting, teaching courses at outside organizations, or entrepreneurial ventures related to your area of research.

Did you receive any compensation or any other benefit (including sponsored travel and honoraria) from a foreign institution of higher education, a foreign research institute, a foreign academic teaching hospital or medical center, or the government of a foreign country?

☐ Yes
☐ No

As part of your institutional responsibilities, do you interact with foreign government officials or foreign political parties in order to obtain or retain a UNLV business relationship?

☐ Yes
☐ No

If yes, please provide details of those responsibilities and the interactions you participate in with foreign government officials/ political parties.

**Foreign Talent Program Activities**

Foreign Talent Programs (FTP) include any foreign-state-sponsored attempt to acquire U.S. scientific-funded research or technology through foreign government-run or funded recruitment programs that target scientists, engineers, academics, researchers, and entrepreneurs of all nationalities working or educated in the United States.

Participation in a FTP may include but are not limited to the following: academic or research affiliations with foreign institutions, financial or other in-kind support for research program, and commitments of time and resources from you as a researcher; affiliations or appointments with a foreign institution, whether or not remuneration is received, and whether full-time, part-time, or voluntary, including adjunct, visiting or honorary.
Based on the above information, are you a member of a foreign talent program?

☐ Yes
☐ No

If yes, please provide details, including the name of the program and the nature of your involvement.

Did you participate in any foreign activity, interest or engagement?

☐ Yes
☐ No

If yes, please provide details of any activity, interest or engagement in which you participated, including the name of the entity and the nature of your involvement.

Did you participate in any international research-related relationships and/or activities?

☐ Yes
☐ No

If yes, please provide details of any international research-related relationships in which you participated, including the name of the entity and the nature of your involvement.
PART 4: EQUITY/OWNERSHIP AND INTELLECTUAL PROPERTY

Do you, members of your household, or members of your family to the third degree of consanguinity have an equity or ownership interest in any business entity whose operations or activities are related or potentially related to your responsibilities at the University (including your work on any sponsored project, e.g., grant or contract, you have already secured or might apply for in the near future)? (Note: Include information on any stock, stock options, and other securities, but do not include information on stock owned through mutual funds or stock in a public company, if your ownership is less than $5000 in value or represents less than 5% ownership.)

☐ Yes
☐ No

This section shows only to those who have chosen Yes to the Equity/Ownership question above.

If yes, please indicate the type(s) of Interest

☐ Stock and stock options
☐ Copyrights
☐ Licensing or other agreements
☐ Patents or patent applications
☐ Other ownership rights (this item is required if no other selection is checked)

[For each option checked above]

Describe the Interest, including name of the organization/property; the nature of the interest and its relationship to you or your family; and how this interest is related to your responsibilities at the University.
PART 5: EXTERNAL RELATIONSHIPS

Did you have a fiduciary or management role (e.g., president, chief financial officer, director, trustee, etc.) or a legal obligation to any organization other than the University in the past year?

☐ Yes
☐ No

[This section shows only to those who have chosen Yes to the External Relationships question above. An “Add” button provides space for each relationship/role.]

Relationship/Role

☐ Corporate Officer
☐ Board of Directors/Trustees
☐ Advisory Board
☐ Other

Was this a compensated relationship?

☐ Yes
☐ No

Was an Outside Activity Request form completed for this activity/relationship?

☐ Yes
☐ No

Describe the relationship, including name and description of the organization; your role/relationship; and estimated time devoted to this relationship.

PART 6: OTHER

Are there any other matters related to conflict of interest or commitment that you wish to disclose to the University?

☐ Yes
☐ No

Please explain the other matters you wish to disclose.