
PREVIEW

2023 ANNUAL CONFLICT OF INTEREST / COMPENSATED OUTSIDE SERVICES DISCLOSURE FORM

The following provides a **preview** of the questions that appear on the 2023 Annual Conflict of Interest/ Compensated Outside Services Disclosure Form. Employees at UNLV who are required to complete the disclosure will receive an invitation from the Office of Faculty Affairs in February 2024 with a link to the form.

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

All employees 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.

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, National Science Foundation, Department of Energy, Department of Defense, and National Aeronautics and Space Administration, 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; if the information is incorrect, please update

Employee Information

Employee ID
First Name
Last Name
Email Address
Job Title
Employment Classification
Time Type
FTE%
Supervisory Organization

Supervisor Information

Supervisor
Supervisor's Email Address

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

My active federally sponsored projects during the past calendar year (January 1, 2023 through December 31, 2023) included funding from the following federal agencies.

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

- | | |
|---|---|
| <input type="checkbox"/> Dept. of Agriculture | <input type="checkbox"/> Dept. of Transportation |
| <input type="checkbox"/> Dept. of Commerce | <input type="checkbox"/> Dept. of Veterans Affairs |
| <input type="checkbox"/> Dept. of Defense | <input type="checkbox"/> Environmental Protection Agency |
| <input type="checkbox"/> Dept. of Education | <input type="checkbox"/> National Aeronautics & Space Administration |
| <input type="checkbox"/> Dept. of Energy | <input type="checkbox"/> National Endowment for the Arts |
| <input type="checkbox"/> Dept. of Health & Human Service | <input type="checkbox"/> National Endowment for the Humanities |
| <input type="checkbox"/> DHHS Other | <input type="checkbox"/> National Institutes of Health |
| <input type="checkbox"/> Dept. of Homeland Security | <input type="checkbox"/> National Science Foundation |
| <input type="checkbox"/> Dept. of Housing & Urban Development | <input type="checkbox"/> Small Business Administration |
| <input type="checkbox"/> Dept. of Justice | <input type="checkbox"/> United States Agency for International Development |
| <input type="checkbox"/> Dept. of Labor | <input type="checkbox"/> Other Federal Agency (please specify) |
| <input type="checkbox"/> Dept. of the Interior | |

PART 2: OUTSIDE COMPENSATION

Outside compensation is defined as paid activities you performed outside of your regular job duties at UNLV. This can include 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.

I _____ perform one or more compensated outside services as described above during the past calendar year (January 1, 2023 through December 31, 2023).

- Did
 Did Not

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

In accordance with the [Conflict of Interest Rules and Procedures](#), I confirm that the following is correct (choose one):

- I am on an A-contract (12-month) or full-time administrative staff (1.00 FTE) and took annual leave or furlough to perform outside compensated services provided during the standard work week
- I am administrative staff with less than 1.00 FTE and performed all outside compensated services outside of my regular work schedule
- I am on a B-contract (9-month) and did not exceed the equivalent of one work day per week to perform outside compensated services
- I am a classified staff member and performed outside compensated services outside of my regular scheduled work hours

Prior to performing any outside compensated activities, ALL UNLV employees should complete an Outside Activity Request Form and receive approval from their supervisor for each activity performed unless the activities are pre-approved.

- By clicking this box, I indicate my understanding of these procedures.

The following question will ask for brief information about the outside compensated activities you performed during the last calendar year. Those activities must fit into one of the following types:

- **Pre-approved activities:** these activities are specified in the [Guidelines on Pre-Approved Activities](#)
- Activities requiring the completion of an [Outside Activity Request Form \(OAR\)](#): You must submit this form and have it approved by your supervisor for any activity for which you received compensation that does not meet the definition of pre-approved
- Activities requiring a **Management Plan**: If your OAR was approved with certain conditions set forth in a Management Plan

*Please note that a **series** of activities, such as regularly scheduled lessons or therapy sessions, can count as one activity if they are pre-approved or if they were included on one Outside Activity Request Form.*

In thinking about all outside compensated activities you performed during the last calendar year (January 1, 2023-December 31, 2023), please identify the number of activities that pertain to each category below:

	Academic	Business	Government	Other	Total
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:					

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

Please upload a copy of each Outside Activity Request Form you completed for the activities identified in #2 above. For multiple forms, please combine them into one PDF document

Drop files or Click to upload

Please upload a copy of each Management Plan you completed for the activities identified in #3 above. For multiple forms, please combine them into one PDF document

Drop files or Click to 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]

PART 3: PAID TRAVEL

For the purposes of this disclosure, paid travel includes travel that was paid, reimbursed, or sponsored by a company or organization. It does not include 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.

Based on the definition above, I _____ engage in travel that was paid or reimbursed during the past calendar year (January 1, 2023 through December 31, 2023).

- Did
- Did Not

[This section shows only to those who have indicated that they DID engage in reimbursed/sponsored travel. Respondents should be prepared to enter information for each of the listed items. Space is provided for up to 10 activities]

Reimbursed/Sponsored Travel

Purpose of travel
Sponsor
Destination
Date(s) of travel

I have more reimbursed/sponsored travel to report.

- Yes
- No

[This section shows only to those who have indicated that they DID perform one or more compensated outside services OR they DID engage in reimbursed/sponsored travel .]

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, 2023 through December 31, 2023) exceed \$5000?

- Yes
- No

If Yes is chosen: Please provide details.

PART 4: 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 or outside activity.

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 during the last calendar year (January 1, 2023-December 31, 2023)?

- Yes
 No

[This section shows only to those who have chosen Yes. Respondents should be prepared to enter information for each of the listed items. Space is provided for up to 10 activities.]

Foreign Compensation Details

Name of Entity
Country
Type of Compensation or Benefit
Nature of services rendered

I have compensation from another foreign entity to report.

- 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 is chosen: Please provide details of those responsibilities and the interactions you participate in with foreign government officials/ political parties.

Foreign Talent Program Activities

A Foreign Talent Programs (FTP) includes 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 is 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 is chosen: 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 is chosen: 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 is chosen: 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 5: EQUITY/OWNERSHIP AND INTELLECTUAL PROPERTY

In this part, you must disclose whether 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.

*Relationships within the third degree of consanguinity or affinity are defined as: The employee's spouse, child, parent, sibling, half-sibling, or step-relatives in the same relationship; The spouse of the employee's child, parent, sibling, half-sibling, or step-relative; or The employee's in-laws, aunt, uncle, niece, nephew, grandparent, grandchild, or first cousin (NSHE Code Title 4, Chapter 3, Section 9).

Do you, members of your household, or members of your family to the third degree of consanguinity have an equity or ownership interest as described above?

- Yes
- No

[This section shows only to those who have chosen Yes to the Equity/Ownership question above. Respondents should be prepared to enter information for each of the listed items. Space is provided for up to 10 activities.]

Equity/Ownership

Type 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)

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.

I have another equity/ownership interest to report.

- Yes
- No

PART 6: 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 of Nevada, Las Vegas in the past year (January 1, 2023-December 31, 2023)?

- Yes
- No

[This section shows only to those who have chosen Yes to the External Relationships question above. Respondents should be prepared to enter information for each of the listed items. Space is provided for up to 10 activities.]

External Relationship Details

Relationship/Role

- Corporate Officer
- Member of 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.

I have another external relationship to report.

- Yes
- No

PART 7: OTHER

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

- Yes
- No

If Yes is chosen: Please explain the other matters you wish to disclose.