

The information in this document is a **PREVIEW of the questions** that appear on the 2026 Annual Conflict of Interest Disclosure form. A link to the actual disclosure form is sent to employees whose employment status requires completion of the form.

UNLV 2025 Annual Conflict of Interest/Compensated Outside Services Disclosure Form

As a public institution of higher education, University of Nevada, Las Vegas (UNLV) is committed to upholding institutional integrity and maintaining trust in its decision-making and operations. To support these goals, it relies on employees to self-disclose any outside activities that could conflict with their university responsibilities.

UNLV relies on self-reporting disclosure that demonstrates openness and transparency to protect employees and the institution.

Based on federal, state, and Nevada System of Higher Education (NSHE) regulations, it is essential for faculty and staff to submit a Conflict of Interest (COI) Disclosure on an annual basis. Employees must provide information on the nature and extent of their outside activities within the reporting period (2025 calendar year).

To ensure compliance with federal agencies, UNLV has added a section with respect to foreign affiliations and sources of support. Upon completion of this form, you and your supervisor will receive an email copy.

For more information, see NSHE Board of Regents Handbook Title 4, Chapter 3, Section 9 and Chapter 10, Section 1.7. Any activities identified as conflicts of interest will be managed through implementation of a management plan to reduce or eliminate conflict.

Before you begin:

Make sure you understand the information below, including the Definition of Terms

Have any documentation on hand, such as current copies of any relevant Outside Activity Request forms or management plans

Helpful Links:

- [UNLV Conflict of Interest website](#)
- [Definition of Terms](#)
- UNLV Conflict of Interest and Conflict of Commitment Policy
- [Office of Sponsored Programs – contact information](#)
- [NSHE Board of Regents Handbook Title 4, Chapter 3, Section 9](#)
- [NSHE Board of Regents Handbook Title 4, Chapter 10, Section 1.7](#)

Available Training in REBEL PEOPLE

- [ORI - Conflict of Interest, Commitment, and Disclosure](#)

Acknowledgement

I have read and understand the University's policies on conflict of interest and conflict of commitment.

EMPLOYMENT INFORMATION

The information provided below is based on current Workday records; if the information is incorrect, please update.

Employee Information

Employee ID	Job Title
First Name	Employment Family
Last Name	FTE
Email Address	Supervisory Organization

Supervisor Information

Supervisor
Supervisor's Email Address

All employees see the Prescreening Questions section

PRESCREENING QUESTIONS

Compensated Outside Activities/Conflict of Commitment

Please carefully read each question to make sure you understand it before responding.

Definitions

Compensated professional or scholarly activities - includes outside compensated work or scholarly services performed by a university employee, but does not include income derived from solely passive investment. Provision of compensated outside services is recognized as legitimate activity unless specifically prohibited by an employee's contract of employment. Compensated outside services are not considered appropriate when it interferes with the regular work of the university employee; involves unauthorized use of university facilities, personnel, or other resources; subjects other individuals or companies engaged in private practice to unfair competition, violates the general requirements of the NRS 281.400-281A-410; or involves a conflict of interest specified by NSHE or university policy.

Conflict of Commitment (COC) - A situation where outside professional or scholarly service interferes with the performance of the duties of any faculty member. B-contract (9-month) faculty may engage in outside service during contractual time, but this activity must not equate to more than the equivalent of one day per work week (20% of contractual time) for full-time faculty members. During off-contract time/summer months, B-contract faculty outside professional or scholarly service must still be approved and shall not interfere with the performance of the duties of any faculty member. Employees on an Acontract (12-month) must take annual leave or furlough if providing outside service during the standard work week. Classified staff must perform outside compensated services around regularly scheduled hours. In addition, COC includes Use of University Resources for non-university activities (see Use of University Resources definition).

For new hires within the 2025 calendar year, please report any activity since your start date.

From January 1 - December 31, 2025, did you participate in any professional or scholarly activities for an entity other than the University that were either **compensated** or **required a significant time commitment as defined above**?

- Yes
- No

Paid/Reimbursed/Sponsored Travel

From January 1 - December 31, 2025, **did you receive direct payment, reimbursement, or sponsorship for domestic or foreign travel** (e.g., flight or hotel accommodations) related to your institutional responsibilities from an external company or organization (including industry sponsored travel)?

This DOES NOT include travel processed through UNLV (i.e., travel processed through the Travel Registry and Workday process).

- Yes
- No

Financial Interest

Please read the definitions below before answering the question.

Definitions

Consanguinity - As per NSHE Code, Title 4, Chapter 3, section 7, Consanguinity is a blood relationship within a family of the same descent. Affinity is a marriage or other legal relationship (such as adoption) formally recognized by the State of Nevada. Relationships within the third degree of consanguinity or affinity are defined as:

- (a) The employee's spouse, child, parent, sibling, half-sibling, or step-relatives in the same relationship
- (b) The spouse of the employee's child, parent, sibling, half-sibling, or step-relative; and
- (c) The employee's in-laws, aunt, uncle, niece, nephew, grandparent, grandchild, or first cousin.

Financial Interest - anything of monetary value, including but not limited to, salary or other payments for services (e.g., consulting fees or honoraria); equity interests (e.g., stocks, stock options or other ownership interests); and intellectual property rights (e.g., patents, copyrights and royalties from such rights).

From January 1 - December 31, 2025, **did you or a relative within the third degree of consanguinity or affinity**, have any financial interest in or receive compensation from, an individual or organization outside of the University, foreign or domestic, whose operations or activities are related to your role at the University?

- Yes
- No

External and International Relationships

Please read the definition below before answering the question.

Definition

Foreign Talent Program/Plan - A recruitment initiative sponsored by a foreign government that contracts individuals through universities, research institutions, or companies to transfer knowledge, technology, or research. While these programs aim to promote innovation, some have been linked to intellectual property theft, export control violations, and/or conflicts of interest.

From January 1 - December 31, 2025, **did you or a relative within the third degree of consanguinity or affinity**, have any of the following external relationships that have not already been disclosed in the Financial Interest question above?

- Positions with fiduciary responsibilities (i.e., related to or involving confidence or trust) such as a board member, director, partner, or trustee with a company or organization that has a business relationship with the University or another NSHE institution (e.g., professional organization such as the American Psychological Association).
- Relationship with foreign institutions, businesses, or governments or government entities for which you received an honorary appointment or title; which required your participation in a Talent Program or Plan; or for which you received any other benefit or compensation that is not disclosed in the Financial Interests question above.
- Other relationships with external entities or individuals that have the potential to result in a conflict of interest or conflict of commitment situation.

Yes

No

Sponsored Project Funding

Please read the definition below before answering the question.

Definition

Sponsored Project - A research, training, service, or other type of project with identifiable objectives and/or deliverables for which external funding either is being requested or has been received.

From January 1 - December 31, 2025, **did you engage in any sponsored project** from an entity external to UNLV?

Yes

No

This concludes the Prescreening Questions

Please make sure you are satisfied with your answers before moving to the next section; **you will not be able to return to this section** once you click the **Next >>** button below.

Part 1 only shows to employees who have answered Yes to the pre-screening question, From January 1 - December 31, 2025, did you participate in any professional or scholarly activities for an entity other than the University that were either compensated or required a significant time commitment as defined above?

PART 1: COMPENSATED OUTSIDE ACTIVITIES/CONFLICT OF COMMITMENT

Compensated Outside Activities include professional or scholarly services performed by a University employee, but does not include income derived solely from passive investment. Provision of an outside service is recognized as a legitimate activity unless specifically prohibited by an employee's contract of employment. An outside activity is not considered appropriate when it interferes with the regular duties of the university employee; involves unauthorized use of UNLV facilities, personnel, services, or other resources; subjects other individuals or companies engaged in private practice to unfair competition; violates the general requirements of [NRS 281A.400 through 281A.430](#); or involves a conflict of interest specified by NSHE or university policy that has not been reduced or eliminated.

[Pre-Approved Activities](#) are some routine, short-term activities with total compensation of \$3,000 or less within the reporting period (2025 calendar year).

If the activity does not meet the pre-approved criteria, the activity must be approved through an [Outside Activity Request Form](#), which needs to be signed by your supervisor/departement chair and unit head/dean prior to participation.

If you are a PI or Co-PI on any funded project, your Outside Activity Request Form must also be signed/approved by the Office of Research Integrity and by the Vice President for Research (VPR).

It is the responsibility of the employee to retain a fully executed Outside Activity Request Form in their records.

Management Plan is a tailored strategy developed by the university to address and mitigate identified conflicts of interest or commitment. Management plans may involve modifying the individual's involvement in certain activities, increasing oversight, or altering the terms of external engagements.

For the next three questions, please enter the number of compensated outside activities, by type, that you engaged in during the 2025 calendar year.

For reporting purposes, the "number of activities" refers to the overall involvement or participation in a particular type of activity, not the individual events attended (e.g., if you served on a board that met four times, this would be reported as one activity).

Please enter the number of compensated outside activities on the [Pre-Approved List](#) that you engaged in during the 2025 calendar year. Choose the category that best describes the activity.

(Note: this survey provides space for 25 pre-approved activities; please contact the Office of Faculty Affairs if you need to report more than 25.)

- Academic
- Business
- Government
- Other

Please enter the number of compensated outside activities **approved through a completed [Outside Activities Request form](#)** that you engaged in during the 2025 calendar year. Choose the category that best describes the activity.

(Note: this survey provides space for 10 activities approved through the completion of an Outside Activity Request form; please contact the Office of Faculty Affairs if you need to report more than 10.)

- Academic
- Business
- Government
- Other

Please enter the number of outside compensated activities **approved with a management plan** that you engaged in during the 2025 calendar year.

(Note: this survey provides space for 5 activities approved with a management plan; please contact the Office of Faculty Affairs if you need to report more than 5.)

- Academic
- Business
- Government
- Other

How many outside compensated activities did you request approval to perform that were not approved by your supervisor or another administrator?

This next field is the total of all compensated outside activities reported above and is automatically generated by the system. The total number of activities determines the next questions regarding details of those activities.

Total Activities (auto-updated):

This concludes Part 1

In the next section, you will be asked to provide details on the number of outside activities you listed above. Please make sure you are satisfied with your answers before moving to the next section; **you will not be able to return to this section** once you click the **Next >>** button below.

Pre-approved details

[repeats for the number of activities reported]

Short description of pre-approved activity

Did this activity require a significant commitment of time?

- Yes
- No

Please provide details of the activity and your time commitment:

The next three questions only display to those who answered **Yes** to the question, **From January 1 - December 31, 2025, did you engage in any sponsored project from an entity external to UNLV?** in the Prescreening Questions.

Was this activity related to, or could it appear to relate to, any sponsored project(s)?

- Yes
- No

Please describe in detail how the activity is or is not related to any sponsored program(s) (e.g., my outside activity consists of and the topic of my sponsored project is ... They are not related because...)

What was the total compensation received during the 2025 calendar year for this activity?

Pre-approved compensation

Was the combined total of compensation for all pre-approved activities more than \$3000?

- Yes
- No

Please provide details, including the estimated total compensation:

*The **Details of activities approved with the submission of an Outside Activity Request** section only displays to employees who have listed a number of those activities in Part 1.*

Details of activities approved with submission of an Outside Activity Request

[repeats for the number of activities reported]

Name of outside entity

Country of entity

Did this activity require a significant commitment of time?

- Yes
- No

Please provide details of the activity and your time commitment:

*The next three questions only display to those who answered **Yes** to the question, **From January 1 - December 31, 2025, did you engage in any sponsored project from an entity external to UNLV?** in the Prescreening Questions.*

Was this activity related to, or could it appear to relate to, any sponsored project(s)?

- Yes
- No

Please describe in detail how the activity is or is not related to any sponsored program(s) (e.g., my outside activity consists of and the topic of my sponsored project is ... They are not related because...)

What was the total compensation received during the 2025 calendar year for this activity?

Do you have a copy of your Outside Activity Request for this activity?

- Yes
- No

*The next question appears to those who answered **Yes** to the question, **Do you have a copy of your Outside Activity Request?***

Please upload your Outside Activity Request here.

*The next question appears to those who answered **No** to the question, **Do you have a copy of your Outside Activity Request?***

Please provide details about the status our your Outside Activity Request and why it is not available now.

The **Mgt Plan details** section only displays to employees who have listed a number of those activities in Part 1.

Mgt Plan details

[repeats for the number of activities reported]

Brief description of Management Plan

The next three questions only display to those who answered **Yes** to the question, **From January 1 - December 31, 2025, did you engage in any sponsored project from an entity external to UNLV?** in the Prescreening Questions.

Was this activity related to, or could it appear to relate to, any sponsored project(s)?

- Yes
- No

Please describe in detail how the activity is or is not related to any sponsored program(s) (e.g., my outside activity consists of and the topic of my sponsored project is ... They are not related because...)

What was the total compensation received during the 2025 calendar year for this activity?

Do you have a copy of the Management Plan?

- Yes
- No

[If Yes is chosen] Please upload your Management Plan here.

[If No is chosen] Please provide details about the status our your Management Plan and why it is not available now.

Part 2 only shows to employees who have answered **Yes** to the prescreening question, **From January 1 - December 31, 2025, did you receive direct payment, reimbursement, or sponsorship for domestic or foreign travel (e.g., flight or hotel accommodations) related to your institutional responsibilities from an external company or organization (including industry sponsored travel)?**

PART 2: PAID TRAVEL

Paid travel includes receiving direct payment/reimbursement/sponsorship of travel, paid by a company or organization, domestic or foreign.

This disclosure requirement does not apply to travel that is reimbursed or sponsored by a federal, state, or local government agency of the United States; a domestic institution of higher education; or a domestic research institute that is affiliated with a domestic institution of higher education. This DOES NOT include travel processed through UNLV.

Please provide details below of your paid/reimbursed travel for 2025.

How many paid/reimbursed/sponsored travel activities did you take part in for 2025?

(Note: this survey provides space for 15 paid/reimbursed/sponsored travel activities; please contact the Office of Faculty Affairs if you need to report more than 15.)

Travel details

[repeats for the number reported]

Sponsor

Purpose of travel

Destination

Date(s) of travel

Amount of compensation/reimbursement received

Part 3 only shows to employees who have answered **Yes** to the question, **From January 1 - December 31, 2025, did you or a relative within the third degree of consanguinity or affinity, have any financial interest in or receive compensation from, an individual or organization outside of the University, foreign or domestic, whose operations or activities are related to your role at the University?**

PART 3: EQUITY/OWNERSHIP AND INTELLECTUAL PROPERTY

In this part, disclose any 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 \$5,000 in value or represents less than 5% ownership.

How many equity/ownership interest details do you need to disclose?

(Note: this survey provides space for 15 equity/ownership interest activities; please contact the Office of Faculty Affairs if you need to report more than 15.)

Equity/Ownership details

[repeats for the number reported]

Type of Equity or Ownership (e.g., stocks, copyrights, licensing agreements, patents, etc.)

Detailed description

Amount of compensation (or other benefit) received this calendar year

Part 4 and Part 4.1 only shows to employees who have answered Yes to the prescreening question, From January 1 - December 31, 2025, did you or a relative within the third degree of consanguinity or affinity, have any of the following external relationships that have not already been disclosed in the Financial Interest question above?

PART 4: EXTERNAL RELATIONSHIPS

In this part, disclose any fiduciary or management role(s) (e.g., president, chief financial officer, director, trustee, etc.) or a legal obligation to any organization other than UNLV.

Service on boards or committees of organizations, public or private, on which there is no substantial financial interest or that does not distract unduly from university obligations is considered pre-approved.

Please provide details below

How many external relationships do you need to disclose?

(Note: this survey provides space for 15 external relationship activities; please contact the Office of Faculty Affairs if you need to report more than 15.)

External relationship details

[repeats for the number reported]

Name of outside entity

Relationship/Role (e.g., corporate officer, board member, advisory board, etc.)

Was an Outside Activity Request Form submitted? (Answer: Yes, No, PreApproved)

Additional Details

PART 4.1: INTERNATIONAL RELATIONSHIPS AND FOREIGN TALENT PROGRAMS

The United States Government has emphasized the need to address concerns regarding foreign influence. Disclosure of foreign affiliations and foreign sources of support ensures transparency, ensures the integrity of research at U.S. academic and research institutions, and ensures compliance with federal laws and regulations.

Foreign Talent Program - 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 Foreign Talent Program may include but is not limited to the following: academic or research affiliations with foreign institutions, financial or other in-kind support for research programs, 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.

Please provide international relationship details below.

How many international relationships do you need to disclose?

(Note: this survey provides space for 15 international relationship activities; please contact the Office of Faculty Affairs if you need to report more than 15.)

International relationship details

[repeats for the number reported]

Name of Foreign Entity, Government/Political Party

Country

Nature of engagement or collaboration

If you were a member of a Foreign Talent Program, which one? If not, please indicate N/A

Part 5 only shows to employees who have reported receiving compensation from outside entities, including pre-approved activities and paid/reimbursed travel.

PART 5: SIGNIFICANT FINANCIAL INTEREST (SFI)

Definition

Significant Financial Interest (SFI) exists if the value of any remuneration received from the entity in the twelve months preceding the disclosure, when aggregated, exceeds \$5,000.

During the 2025 calendar year, did the combined total compensation you received from compensated outside activities (including pre-approved activities) and paid/reimbursed/sponsored travel exceed \$5,000?

- Yes
- No

[If Yes is chosen] Please provide details, including total compensation received.

Part 6 only shows to employees who have reported receiving compensation from outside entities, including pre-approved activities and paid/reimbursed travel.

PART 6: OTHER

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

- Yes
- No

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