
PREVIEW

2021 ANNUAL CONFLICT OF INTEREST / COMPENSATED OUTSIDE SERVICES DISCLOSURE FORM

The following provides a preview of the questions that appear on the **2021 Annual Conflict of Interest/ Compensated Outside Services Disclosure Form**. Academic and Administrative faculty at UNLV will receive an invitation from the Office of Faculty Affairs in February 2022 to complete the disclosure.

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 faculty and professional staff 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 from coi@unlv.edu with a copy of your completed Annual Disclosure.

For more information, please visit the [UNLV Conflict of Interest website](#).

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 records; if the information is incorrect please update.

Employee Information

First Name
Last Name
University Email Address
Office Phone Number
Job Title
Department/Division/Unit
Employment Classification

Contract Type

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

Supervisor Information

First Name
Last Name
University Email Address
Job Title

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, 2021 through December 31, 2021) included funding from the following federal agencies (check all that apply):

- | | |
|---|---|
| <input type="checkbox"/> Dept. of Agriculture (USDA) | <input type="checkbox"/> Environmental Protection Agency (EPA) |
| <input type="checkbox"/> Dept. of Commerce (DoC) | <input type="checkbox"/> National Aeronautics & Space Administration (NASA) |
| <input type="checkbox"/> Dept. of Defense (DoD) | <input type="checkbox"/> National Endowment for the Arts (NEA) |
| <input type="checkbox"/> Dept. of Education (USDE) | <input type="checkbox"/> National Endowment for the Humanities (NEH) |
| <input type="checkbox"/> Dept. of Energy (DOE) | <input type="checkbox"/> National Institutes of Health (NIH) |
| <input type="checkbox"/> Dept. of Health & Human Service (DHHS) | <input type="checkbox"/> National Science Foundation (NSF) |
| <input type="checkbox"/> DHHS Other | <input type="checkbox"/> Small Business Administration (SBA) |
| <input type="checkbox"/> Dept. of Homeland Security (DHS) | <input type="checkbox"/> United States Agency for International Development (USAID) |
| <input type="checkbox"/> Dept. of Housing & Urban Development (HUD) | <input type="checkbox"/> Other Federal Agencies |
| <input type="checkbox"/> Dept. of Justice (DoJ) | <input type="text"/> |
| <input type="checkbox"/> Dept. of Labor (DoL) | |
| <input type="checkbox"/> Dept. of the Interior (DoI) | |
| <input type="checkbox"/> Dept. of Transportation (DOT) | |
| <input type="checkbox"/> Dept. of Veterans Affairs (VA) | <input type="checkbox"/> I DID NOT have any active federally funded projects in 2021. |

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, 2021 through December 31, 2021).

- 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 statements are correct:

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.

- Yes, I certify that the above statements are correct
 If No, please explain:

How many outside activities did you perform during the past calendar year (2021)?

(Note: This number should include any pre-approved activities that did not require supervisor approval through the submission of an Outside Activity Request Form. In the next question, you will be asked to categorize the approved activities.)

_____ 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

Of the approved activities identified above, how many were related to each of the categories below?

(Note: Select ONLY ONE category for each activity. The total below should equal the total number of pre-approved activities, approved activities, and activities approved with management plan identified in the previous question.)

_____ Academic
_____ Business
_____ Government
_____ Other
_____ TOTAL

If you submitted any Outside Activity Request Forms in 2021, please upload a copy of this documentation (with appropriate signatures).

Note: If you had more than one Outside Activity Request Form, please combine the documents into one single file.

Upload File

If you had activities approved with a management plan during 2021, please upload a copy of this documentation.

Note: If you have more than one document, please combine into one single file.

Upload File

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

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 for EACH ACTIVITY 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.

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, 2021 through December 31, 2021).

- 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.

Reimbursed/Sponsored Travel

Purpose of travel
Sponsor
Destination
Date(s) of travel

I have more reimbursed/sponsored travel to report.

- Yes
- No

This question shows only to those who have declared outside compensated activities OR 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, 2021 through December 31, 2021) exceed \$5000?

- Yes
- No

If Yes is chosen:

Please provide details

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

This section shows only to those who have chosen Yes. Respondents can declare up to five items.

Please provide the following information for Entity

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

Do you have additional compensation or other benefits from foreign entities to declare?

- 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

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 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 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. Respondents can declare up to 15 items.

Type of Interest

- Stock and stock options
- Other ownership rights
- Patents or patent applications
- Copyrights
- Licensing or other agreements

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

Do you have more interests to disclose?

- Yes
- No

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. Respondents can declare up to 15 items.

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.

Do you have more relationships to disclose?

- Yes
- No

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

If Yes is chosen:

Please explain the other matters you wish to disclose.