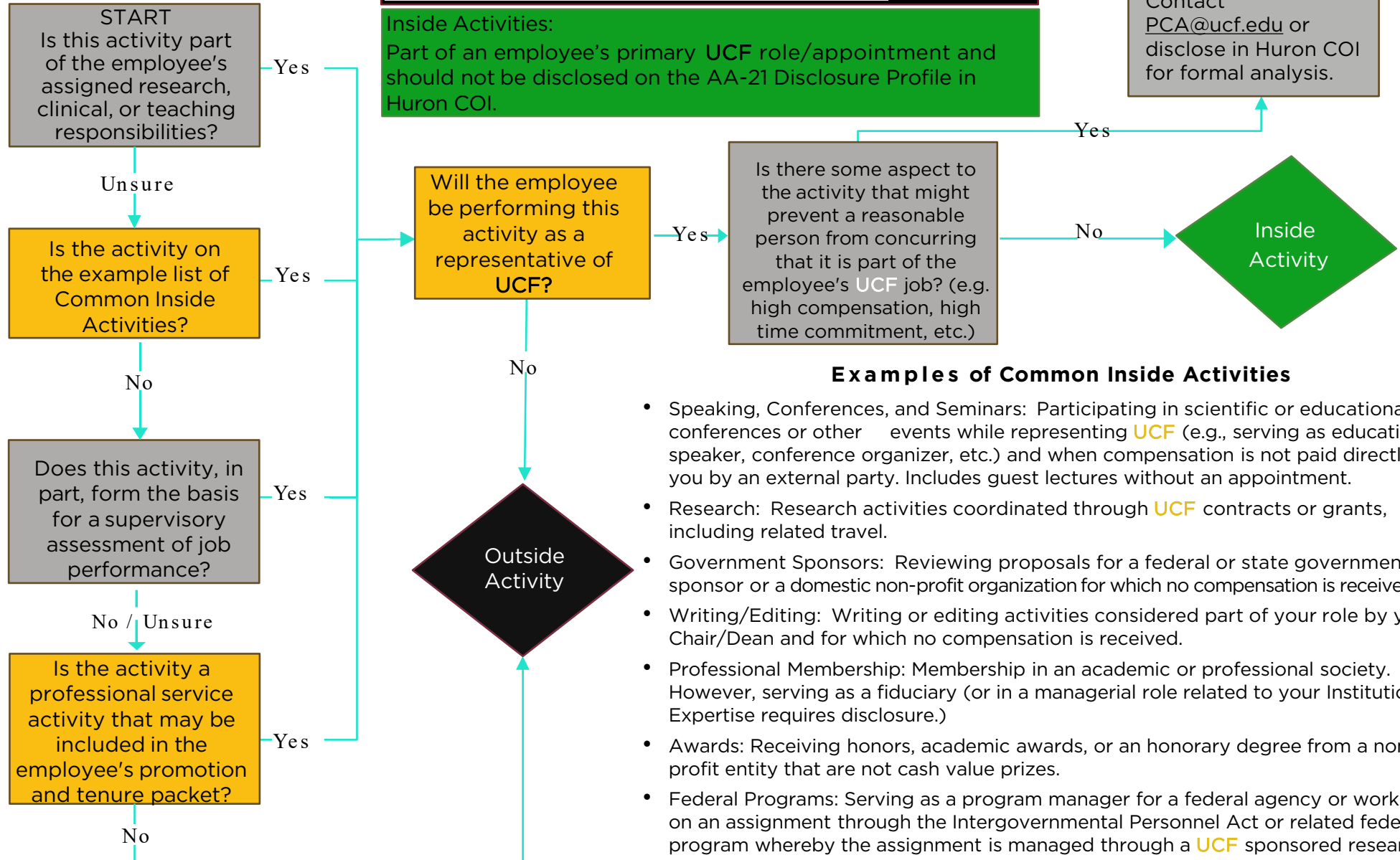


Inside Activity Decision Tree

For print use only

Reportable Outside Activities:
Must be disclosed in advance on the AA-21 Disclosure Profile in Huron COI if they fall under any of **UCF's** Disclosure Types in the Outside Activity, Financial Interest, and Potential Conflict Disclosure Matrix.

Inside Activities:
Part of an employee's primary **UCF** role/appointment and should not be disclosed on the AA-21 Disclosure Profile in Huron COI.



Examples of Common Inside Activities

- Speaking, Conferences, and Seminars: Participating in scientific or educational conferences or other events while representing **UCF** (e.g., serving as educational speaker, conference organizer, etc.) and when compensation is not paid directly to you by an external party. Includes guest lectures without an appointment.
- Research: Research activities coordinated through **UCF** contracts or grants, including related travel.
- Government Sponsors: Reviewing proposals for a federal or state government sponsor or a domestic non-profit organization for which no compensation is received.
- Writing/Editing: Writing or editing activities considered part of your role by your Chair/Dean and for which no compensation is received.
- Professional Membership: Membership in an academic or professional society. However, serving as a fiduciary (or in a managerial role related to your Institutional Expertise requires disclosure.)
- Awards: Receiving honors, academic awards, or an honorary degree from a non-profit entity that are not cash value prizes.
- Federal Programs: Serving as a program manager for a federal agency or working on an assignment through the Intergovernmental Personnel Act or related federal program whereby the assignment is managed through a **UCF** sponsored research agreement.
- Thesis/Dissertation: Serving as an unpaid external member of a thesis, dissertation, or promotion committee.