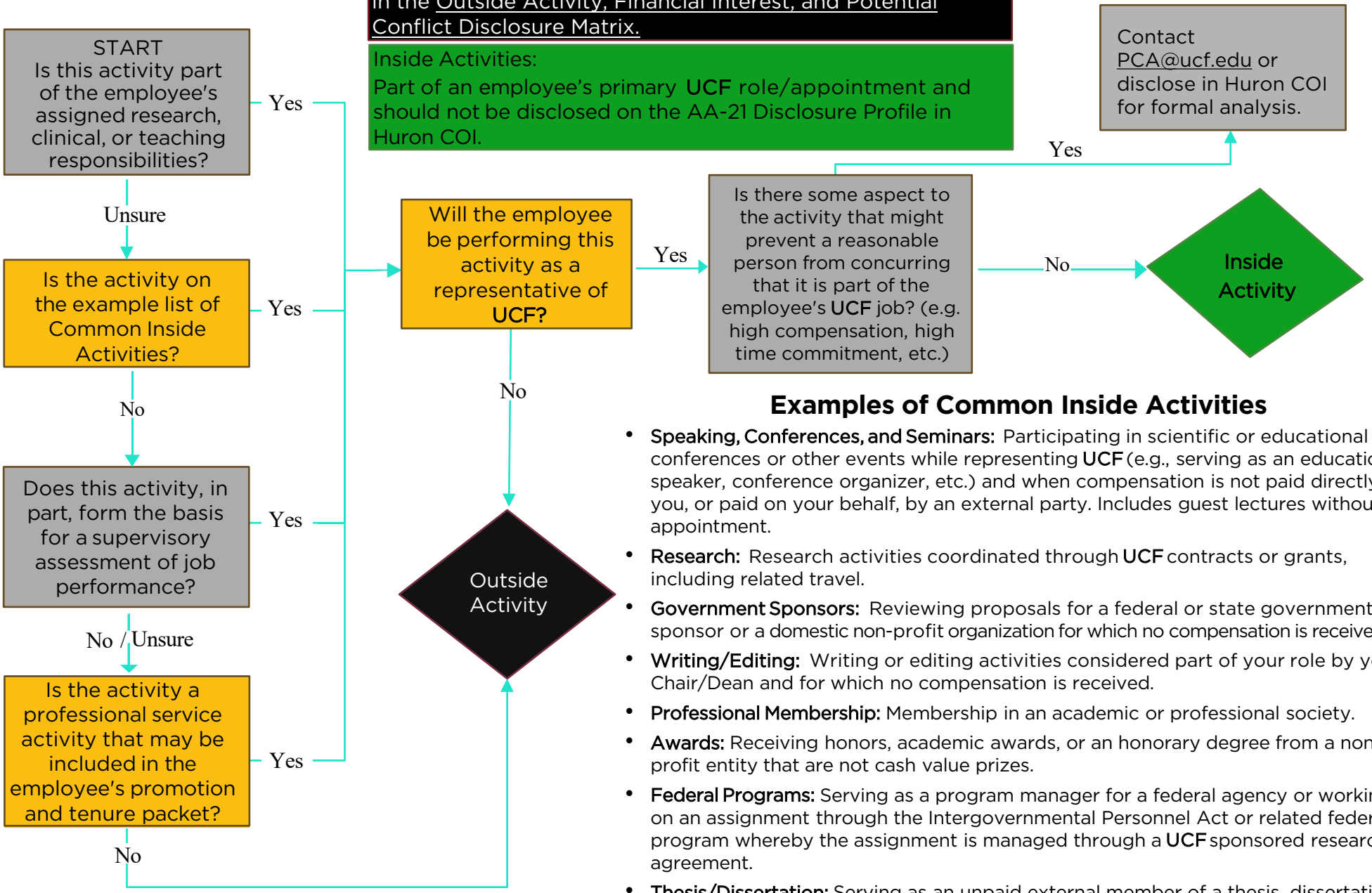
University Compliance and Ethics

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 an educational speaker, conference organizer, etc.) and when compensation is not paid directly to you, or paid on your behalf, 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.
- **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.