

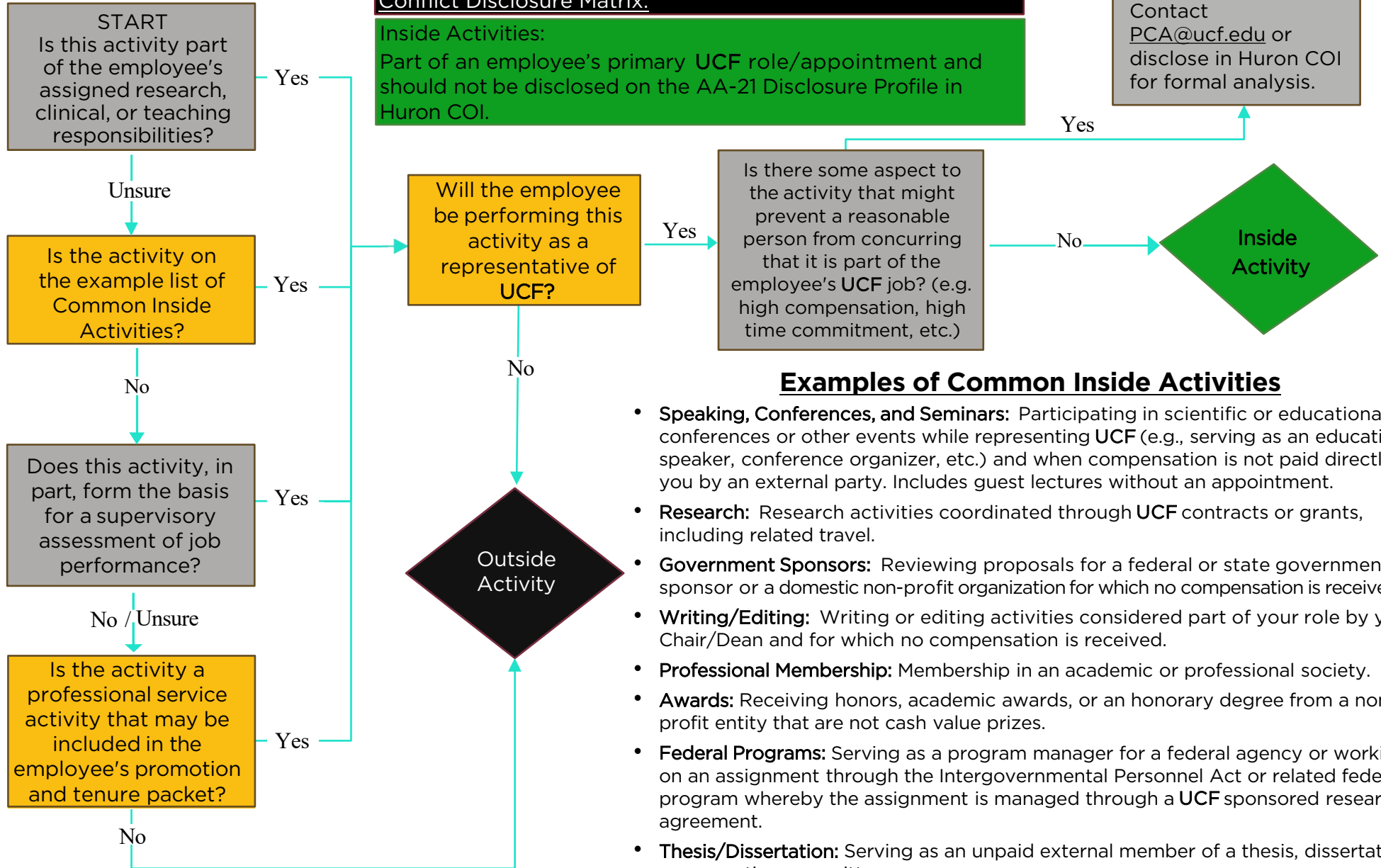
# Inside Activity Decision Tree

**\*\*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.

Contact [PCA@ucf.edu](mailto:PCA@ucf.edu) or disclose in Huron COI for formal analysis.



## 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 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.