

## **Online Financial Disclosure Statement is now available**

### **Why is this annual reporting requirement important?**

All faculty and certain staff are required to submit a disclosure of financial interests and outside activities online each year by The University of Texas System policy and the UTHealth *Conflict of Interest, Conflict of Commitment and Outside Activities Policy* ([HOOP 20](#)). In some cases, a disclosure may also be required by other state and/or federal regulations (in accordance with NIH guidance) and for submitting grant applications.

### **Who is required to submit a Financial Disclosure Statement?**

In general, you must submit a Financial Disclosure Statement if any of the following applies to you:

- You are a faculty member;
- You are an administrative and professional (A&P) employee ([HOOP 150](#), *Administrative and Professional and Classified Job Appointments*);
- You are an executive officer of the university;
- You negotiate or execute contracts on behalf of UTHealth;
- You will be involved in procurement (\$15,000 or more);
- You are involved in contract management;
- You are a “Covered Individual” on an UTHealth research project as designated by the principal investigator of the project, per the *Research Conflicts of Interest Policy* ([HOOP 94](#)).

### **How can I submit the Financial Disclosure Statement?**

For instructions, FAQs, and the required form, visit the [Financial Disclosures website](#). The deadline to submit the annual Financial Disclosure Statement is **March 31, 2021**.

### **Questions?**

Please contact the Conflict of Interest Office at [research\\_coi@uth.tmc.edu](mailto:research_coi@uth.tmc.edu) if you have any questions or would like help completing the form.