

UF

UFOLIO Introduction

December 12, 2019

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Assistant Vice President for Conflicts of Interest
Office of the Provost



Current Form is NOT Working

University of Florida Instructions for Completing the Disclosure of Outside Activities and Financial Interests Form

General Remarks

University of Florida faculty and staff members may engage in outside activities and hold financial interests subject to the requirements of University regulations, state law, and federal regulations and law, if applicable. Whenever a question, or appearance of conflict, could arise between the employee's obligation to the University and any activity or financial interest, the employee is expected to report the situation to the supervisor for discussion and, if required as set forth below, to provide a report disclosing the information prior to engaging in the activity or obtaining the financial interest. University officials are responsible for reviewing each disclosure to determine if the activity or interest is permitted, not permitted, or if there are conditions necessary to manage, reduce or eliminate the conflicts or potential conflicts before the activity or interest can be permitted.

In addition to completing the statement regarding activities and financial interests annually through effort reporting or the completion of an evaluation, an annual disclosure should be submitted at the beginning of each academic year or other annual appointment for each existing outside activity or financial interest. A new disclosure should be submitted at such time as there is a significant change in an activity or financial interest (nature, extent, funding, etc.) or before a new activity or financial interest is undertaken. These reporting provisions shall apply to activities performed or interests held while an employee is in pay status, or is on leave, including a professional development leave, but shall not apply to activities performed wholly during a period in which the employee has no appointment. An employee should still be aware of and deal with the conflict of interest considerations that may arise from the latter activities.

An employee's failure to report activities or financial interests under the University's regulations, or to obtain the University's approval of such activities or interests may be grounds for disciplinary action. Penalties for such failure are not limited to: reprimand, fine, reduction in salary, change of assignment, prohibition of outside activities, suspension without pay, or termination.

Reporting Requirements

The following activities and financial interests must be reported on the Disclosure of Outside Activities and Financial Interests form:

- a. Outside activities in which there is more than a nominal amount of time, effort, equipment, and/or services. The completed Disclosure of Outside Activities and Financial Interests form is required to be submitted to the supervisor for review and approval.
- b. Outside activities in which a unit of the University is directly or indirectly supervised by the employee if the employee in any way supervises or evaluates the student or the employee.
- c. Management, employment, consulting, or other contractual activities with, or ownership interests in, a business entity which does business or is proposing to do business with the University. In the cases of management, employment, consulting, or other contractual activities, the information required extends to the spouse and children of the employee, and for managerial interests, to relatives.
- d. Management, employment, consulting, or other contractual activities with, or ownership interest in, a business entity which competes with the University.
- e. Candidacy, election or appointment to a public office.
- f. Required use of books, supplies, equipment, or other instructional resources at the University when they are created or published by the employee or by an entity in which the employee has a financial interest.
- g. Professional compensated activities, including but not limited to, activities for which travel expenses, travel support, and honoraria are paid, teaching at another institution, or employment as an expert witness.
- h. Business activities, including service on the board of directors or other management interests or position, with regard to a business entity in the same discipline or field in which the faculty or staff member is employed.

UFOLIO Advisory Groups

Name	Provide feedback to help...
UFOLIO Advisory Group	<ul style="list-style-type: none"> • Ensure overall conformance to Florida statutes and University regulation. • Make the questionnaire and workflow clear, useful, and appropriate.
Deans' Advisory Group	<ul style="list-style-type: none"> • Make the questionnaire and workflow clear, useful, and appropriate. • Advise project team of challenges specific to your colleges and departments. • Communicate between the project team and faculty and staff in your college during the project and service launch.
Faculty and Staff Feedback Groups Pilot Group 1	<ul style="list-style-type: none"> • Ensure the application works as intended. • Approximately 450 faculty members from across UF

UFOLIO Pilot

College of Medicine

- Neurology
- Anesthesiology

College of Engineering

- MSE
- ECE

College of Liberal Arts & Sciences

- English
- Physics

IFAS

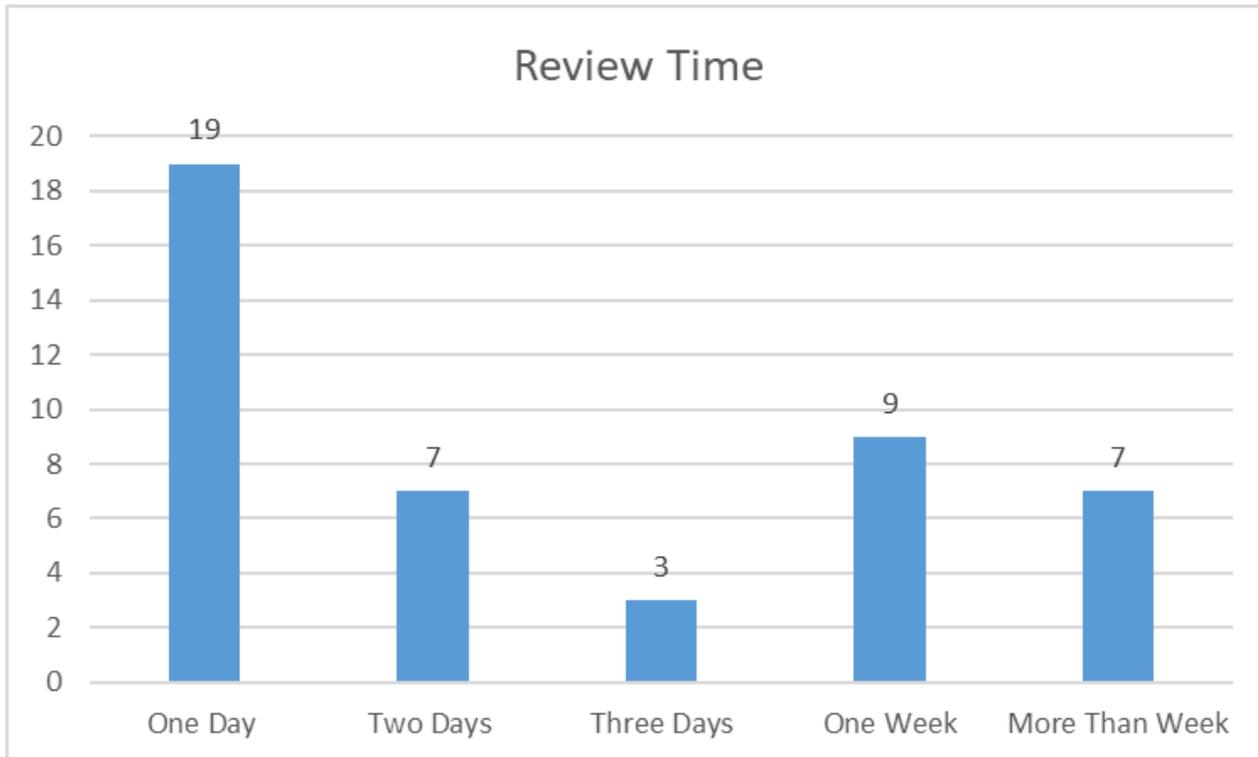
- Microbiology and Cell Science
- Food and Resource Economics

UFOLIO Pilot Results

Updated at 1:07pm on 12/09/19

Department	Discloser Count	Percentage
Material Science	43/43	100%
Electrical and Computer	76/77	99%
English	38/39	97%
Physics	65/80	81%
Food and Resource	32/32	100%
Neurology	54/54	100%
Microbiology	24/46	52%
Anesthesiology	42/92	46%

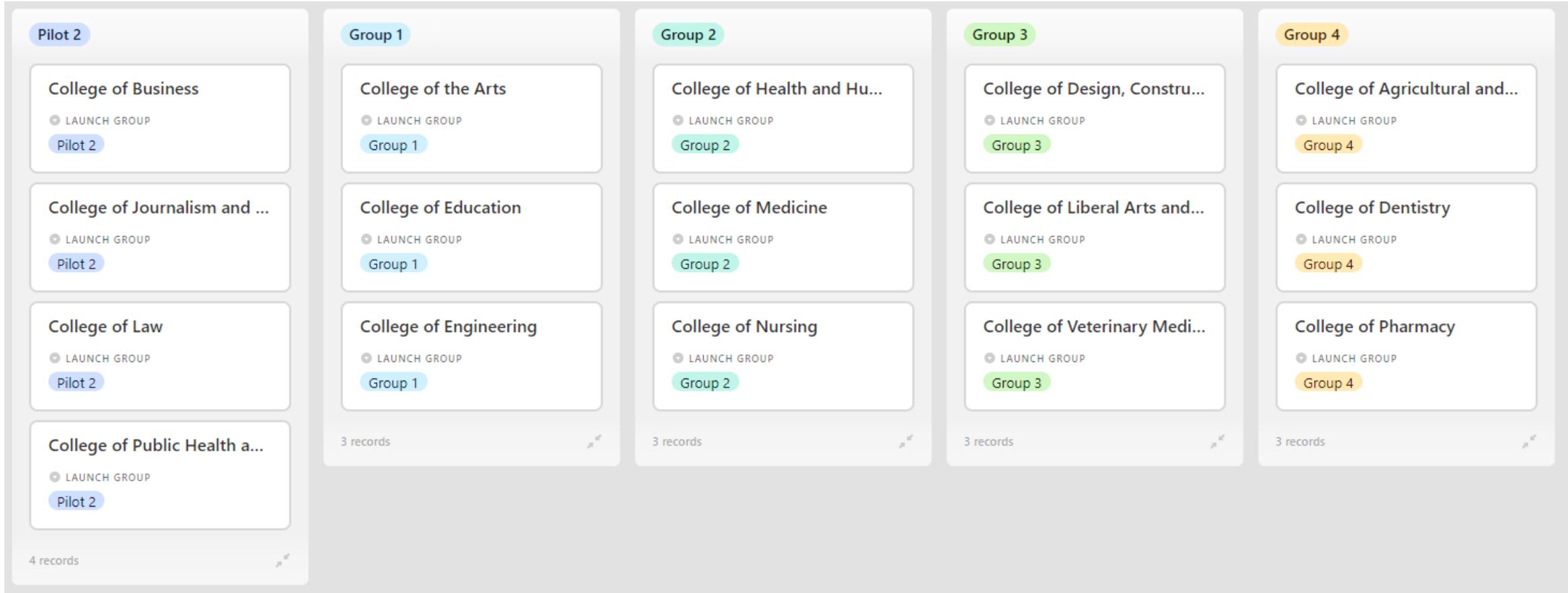
UFOLIO Pilot Results



Key Notes

- The average portfolio took 3.3 days to go from submission to the Level 2 decision.
- 66% have completed Level 2 review in less than 3 days.

Proposed Rollout Schedule



UFOLIO Login

UFOLIO

Username

GatorLink Username

Password

Password

LOGIN

UFOLIO Inbox

Create Disclosure

Action Items Under Review Reviewed

DOIs

Filter by ? ID + Add Filter x Clear All

ID	Name	Disclosure Type	Status	Department	Ancillaries Pending	Ancillary Question	Modified Date	Created Date
DOI00000441	Jax User 2019 - Nothing to Disclose		Pre Submission	COLLEGE-MEDICINE JACKSONVILLE	no	no	12/9/2019 11:36 AM	12/9/2019 11:36 AM

1 items

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UFOLIO Activity Disclosure

4. * What type of outside activity and/or financial interest do you have or will you have with the outside entity?

- I [my spouse, dependent children, or relatives] have or am seeking approval to have a senior-level position, or a financial interest in an entity that either sells to, buys from, competes with, or enters into any other agreements or contracts with UF.
- I [my spouse, dependent children, or relatives] have an ownership interest of \$5000 or more in a publicly-traded entity that reasonably appears to be related to my UF role. [Do not check if interest is managed by a third party such as a mutual fund.]
- I [my spouse, dependent children, or relatives] have an ownership interest in a privately held entity where the ownership interest reasonably appears to be related to my institutional responsibilities.
- I am a candidate for public office or I hold public office.
- I have or am seeking approval to have a teaching appointment with an entity other than UF.
- I conduct research or am seeking approval to conduct research at, or receive funding from or through an entity other than UF.
- I require students to purchase works or am seeking approval to require students to purchase works I or my spouse created, authored or co-authored for which I or my spouse will receive, or anticipate receiving payment.
- I receive royalties, licensing fees, and/or copyright income from an outside entity.
- I am or am seeking approval to serve as an expert witness and/or legal consultant.
- I provide or am seeking approval to provide professional services to an outside entity related to my UF role.
- I have or I am seeking approval to have a leadership role (board member, officer, trustee), whether compensated or uncompensated, with an outside entity related to my UF role.

[Clear](#)

UFOLIO SmartForm View

4. * How many days (annually) do you expect will be needed for this activity?

5. * Will UF equipment, facilities, services, resources be used (on a more than incidental basis), or will staff and/or students be involved in this activity or financial interest?

Yes

No

[Clear](#)

6. * Will you invent anything, or assist with developing or improving anything?

Yes

No

[Clear](#)

7. * Does your contract with the outside entity include language regarding intellectual property, patents, inventions or copyrights?

Yes

No

[Clear](#)

8. * In your performance of your UF responsibilities, do you use products or services from this entity?

Yes

No

[Clear](#)

UFOLIO WorkSpace

Pre Submission

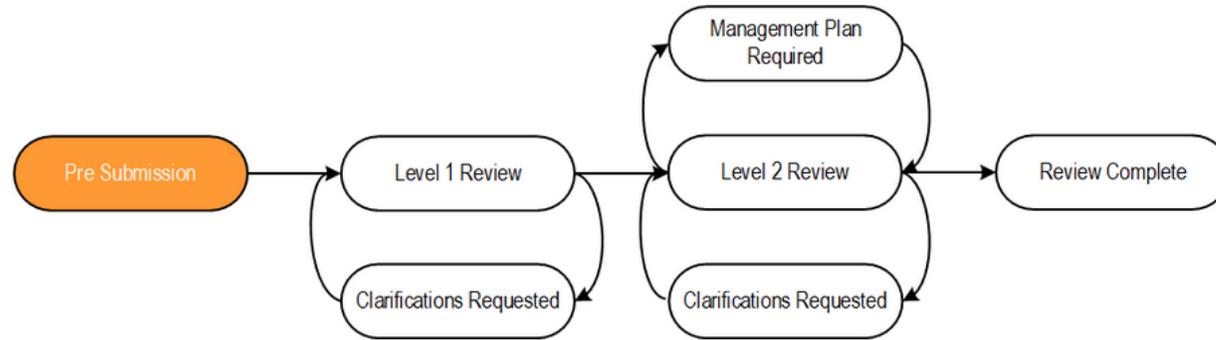
Edit Disclosure

Printer Version

- [Submit Disclosure](#)
- [Add Public Comments](#)
- [Send Email](#)
- [Discard](#)

Discloser: Jax User
Department: COLLEGE-MEDICINE JACKSONVILLE

Attention: Your Disclosure is still in presubmission. Please click "Submit Disclosure" on the left when you are ready for it to be reviewed.



Current Disclosure	History	Comments	Documents	Reviews	Renewals	Disclosure Portfolio
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General Information

- 1. Entity Name:**
ZOW Pharmaceuticals
- 2. EIN Tax Number (optional):**
- 3. Website URL (optional):**
- 4. What type of outside activity and/or financial interest do you have or will you have with the outside entity?**
I provide or am seeking approval to provide professional services to an outside entity related to my UF role.

UFOLIO Work Space: Disclosure Portfolio

Current Disclosure	History	Comments	Documents	Reviews	Renewals	Disclosure Portfolio		
Under Review								
ID	Name	Execute Activity	Status	Disclosure Type	Ancillaries Pending	Ancillary Question	International	Last Modified
DOI00000436	TestV2 Version2 2019 - Nothing to Disclose	Quick Activities ▾	Pre Submission		no	no	no	12/4/2019 2:19 PM
DOI00000435	TestV2 Version2 2019 - Genfund	Quick Activities ▾	Pre Submission	Public Office	no	no	no	12/4/2019 2:11 PM
DOI00000432	TestV2 Version2 2019 - National Eye Institute	Quick Activities ▾	Pre Submission	Research Activity	no	no	no	12/4/2019 9:38 AM
DOI00000430	TestV2 Version2 2019 - Ancillary Test 1	Quick Activities ▾	Pre Submission	Legal Consulting	no	no	yes	12/4/2019 9:07 AM
Reviewed								
ID	Name	Status	Expiration Date	Disclosure Type	Created on	Last Modified		
DOI00000431	TestV2 Version2 2019 - National Eye Institute	Review Complete	12/3/2020	Research Activity	12/4/2019 9:10 AM	12/4/2019 9:36 AM		
DOI00000377	TestV2 Version2 2019 - Nothing to Disclose	Review Complete	11/18/2020		11/19/2019 8:47 AM	11/19/2019 8:49 AM		
DOI00000370	TestV2 Version2 2019 - Mary Beth Harrington	Disapproved		Professional Services Related to UF Role	11/15/2019 9:02 AM	11/15/2019 9:13 AM		
DOI00000369	TestV2 Version2 2019 - Ancillary Test 1	Review Complete	11/14/2020	Legal Consulting	11/14/2019 3:18 PM	11/15/2019 9:01 AM		

UFOLIO Phase 2 Timeline

