

**College of Health and Human Performance**  
**Conflict of Interest Guidelines**  
**Summary of Practices**

**I. Disclosure of Outside Activities, Financial Interest, and Conflict of Interest**

Applies to situations in which faculty member is engaged in paid (or voluntary-with significant time commitment) activities outside of University of Florida or whenever there is a possibility of conflict of interest.

- It is the responsibility of the faculty member to file Form OAA-GA-L-267 and secure approval prior to engagement of activity. This form must be filed and approved each year.
- The faculty must file Supplement with Request to Use University Equipment, Facilities and Services in Conjunction with Non-University Outside Activity (Form OAA-GA-L-268/10-2002) when applicable.

Course Materials:

- **“Course materials involved in a conflict of interest are not authorized for use until forms have been approved by the appropriate chair and dean, and reviewed by me”** (Angel Kwolek-Folland, Interim Associate Provost, Academic Affairs, Memorandum, August 22, 2007).
- When assigning course materials in which the faculty member has a financial interest, supplement the form with the following information:
  - a. Course Number, Title, and Semester of Proposed Use;
  - b. Expected Enrollment;
  - c. Title/Name of Course Materials or Book and copy for review;
  - d. Publisher and Date published;
  - e. Indicate nature of financial interest, if any, in publication (i.e., royalties, honoraria, fees, other remuneration);
  - f. Indicate nature of financial interest, if any, in publishing business;
  - g. Provide list of institutions that have adopted these materials for courses;
  - h. Provide how these materials have been made freely-accessible for students enrolled in UF course in which materials are required (i.e., library reserve, on-line access, or other). Provide statement from course syllabus that identifies this accessibility for students.

FORM OAA-GA-L-267 Rev. 04/02: <http://www.aa.ufl.edu/aa/Forms/AAFormOutsideAct.pdf>

See: <http://www.admin.ufl.edu/dd/default.asp?doc=13.2.2119.8>

<http://regulations.ufl.edu.chapter1/1011.pdf>;

<http://www.generalcounsel.ufl.edu/downloads/COI.pdf>

## **II. Request for Approval of Additional University Employment and State of Florida Employment**

Applies to situations in which a UF employee is employed at greater than 1.00 FTE or simultaneously from OPS and salaries; employed at another state university (excluding community colleges) or state agency. (This includes any employment within UF outside of the contractual department of employment, such as the Division of Continuing Education, and includes payments for “off-book” instruction).

- It is the responsibility of the faculty member to file Form HR600 and secure approval **prior** to engagement of activity. The faculty member and primary department should complete and sign the employee signature and Primary Employer portions, then the secondary employer is responsible for ensuring the form is complete and accurate. This form must be filed and approved each year.
- It is the responsibility of the Dean’s Office to monitor total payments to insure they do not exceed the 20% limit;  
When the total amount of extra compensation exceeds 20% of employee’s contract with UF, the HR 600 form must be submitted to and approved by the Provost and Senior Vice President for Academic Affairs.<sup>1</sup>
- HR 600 Form available on-line:  
[http://www.hr.ufl.edu/class\\_comp/forms/requestaddcomp.pdf](http://www.hr.ufl.edu/class_comp/forms/requestaddcomp.pdf)

### **Handling and Maintenance of CHHP Records and Forms**

1. Form OAA-GA-L-267 and Form HR600 are maintained in the Office of the Dean.
2. Submit forms to: Diane Davis, Office Manager, PO Box 118200, College of Health and Human Performance, Gainesville, FL 32611-8200; (352) 392-0578 x1290; (352) 392-3186 FAX; [ddavis@hhp.ufl.edu](mailto:ddavis@hhp.ufl.edu)
3. Decisions regarding approval of an application will be made only on applications that have supplied full requisite material. If an application lacks information, the faculty member will be informed by the Office Manager and the application will be returned.
4. Approval decisions within the College will normally be made and transmitted to the applicant’s Department Chair (or direct supervisor) by the Office Manager within a week of its submission. Approval decisions of forms submitted to the Provost will be transmitted to the Department Chair as soon as feasible after their receipt by the Dean’s Office. The Department Chair (or direct supervisor) will normally inform the faculty applicant of the decision within three (3) days of its receipt.

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See: [http://www.hr.ufl.edu/class\\_comp/policy/additional.asp](http://www.hr.ufl.edu/class_comp/policy/additional.asp)

