

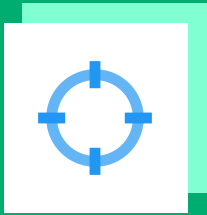
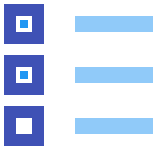
# ANNUAL OUTSIDE ACTIVITY DISCLOSURE: Due by July 1



The time is here! The annual outside activities disclosure process has been automated. The requisite disclosures (University and Research) are consolidated into one form accessible through iRattler. This disclosure is IN ADDITION to Form 1 disclosures required of certain employees by the Florida Commission on Ethics by July 1 each year.

As an employee and researcher, you must annually disclose "outside activities," defined as "any employment or activities you engage in, outside of your University employment, that utilizes the knowledge, skills, abilities or expertise you use to carry out your University duties." Researchers are also required to annually disclose significant financial interests (\$5,000 or more). These activities are assessed to determine the existence of conflicts of interest.

**Deadline: Disclosures must be made at the time of hire and annually by July 1. Remember to also complete additional disclosures within 14 days in the event your circumstances change.**



## STEP 1: iRattler Human Resources Module

Log in to the iRattler Human Resources Module and select "Navigator" in the menu on the right-hand side of the screen.



## STEP 2: Self-Service

Select "Self-Service."



## STEP 3: Financial & Conflict of Interest

Select "Financial & Conflict Interest."



## STEP 4: Select Year for Disclosure

Select the year in which you are disclosing. You will be disclosing outside activities and employment from the prior year.



## STEP 5: Complete Part I and, if prompted, Part II

- Part I: Complete Part I, check the Acknowledgment box, and submit. The form will be self-approved if all answers for Part I are "No." Reviewers will still have access to your disclosure.
- If you answered "Yes" to any of the questions in Part I, Part II of the form will be generated after you select submit. In this instance, you are required to complete Part II as well.
- Part II: All Employees: Complete the sections as instructed. Add additional rows, as needed, for each Project or Entity.
- RESEARCHERS ONLY: Search for Project ID and select Entity Name to complete additional information.



## STEP 6: Approvals and Next Steps

Two focused disclosure reviews: the first reviewer is your supervisor, who assesses the request for conflict of interest/commitment concerns and a second review administrative offices.

You will be notified if your disclosure requires further action.