

## **Does student need to disclose?**

### **A. Student is identified as responsible for the design, conduct, or reporting of research under PHS-FCOI regulated proposal/award and has an outside activity, but is NOT involved in a transaction between one's outside entity and UCF.**

Student is required to amend his/her AA-21 COI form to disclose outside activity no later than 30 days of discovering, acquiring, or committing to a new financial interest or commitment.

A COI disclosure by the supervisor is also required if supervisor will use the services of the student to carry out an outside activity with the same entity.

### **B. Student is identified as responsible for the design, conduct, or reporting of research under PHS-FCOI regulated proposal/award and is involved in a transaction between one's outside entity and UCF.**

Student is required to amend his/her AA-21 COI form to disclose outside activity and submit a Request for Exemption. An Exemption and applicable Monitoring Plan must be approved prior to transacting through UCF.

### **C. Student is UCF (paid) employee involved in a transaction between one's outside entity and UCF**

Disclosure of activity in AA-21 COI form is required if student employee holds/will hold more than 5% of the total assets or capital stock of entity or has a role as officer, partner, director, employee, consultant, other contract relationship in a non-UCF (outside) entity AND plans to transact business through their role at UCF and the entity. A request for Exemption should be submitted with the disclosure. An Exemption and applicable Monitoring Plan must be approved prior to transacting through UCF.

Examples:

- (1) Student will be named as an inventor on a license agreement between UCF(RF) and the entity.
- (2) Student will be named on proposal or project payroll with the entity.

*If student does not already submit COI disclosures at UCF, student/supervisor may contact [coi@ucf.edu](mailto:coi@ucf.edu) to request activation of AA-21 COI form.*

### **D. Student is not a UCF (paid) employee and has an affiliation with the same outside entity where student's faculty advisor or supervisor has an outside interest.**

Student is not required to submit a COI disclosure.

A COI disclosure by the supervisor is required if supervisor will use the services of the student to carry out an outside activity and/or if supervisor will be transacting with his/her own entity through UCF. The faculty member will identify student affiliation when disclosing. COI reviewers may request additional information through COI review, but it would be provided by the faculty member.