

**Conflict of Interest, Conflict of Commitment and Outside Activities
Decision Matrix for Outside Activities**

Outside Activity	Prior Approval Required?		Annual Disclosure (iDisclose)	Activity allowed during regular work hours?	Retaining honoraria, payments or other benefits as personal funds allowed?
	From your Dept. Chair	From the HSC (iDisclose)			
<p align="center">Category 1</p> <p align="center">Activities that contribute to the mission of the Health Science Center</p> <p>A. Serving on a federal, state, or local government agency committee, panel, review panel or commission;</p> <p>B. Acting in a compensated editorial capacity for a professional journal;</p> <p>C. Compensated for reviewing journal manuscripts, book manuscripts, or grant or contract proposals;</p> <p>D. Compensated for presenting talks at scholarly colloquia, seminars, lectures and conferences for US non-profit or Government organizations;</p> <p>E. Developing or editing scholarly communications in the form of books or journal articles, movies, television productions, and similar scholarly works, when such activities result in financial gain, consistent with intellectual property and other applicable UT System and institution policies and guidelines;</p> <p>F. Serving as a committee member, an officer, or board member of a professional or scholarly society;</p> <p>G. Serving on an advisory committee for government or non-profit entities;</p> <p>H. Reimbursement of travel expenses only from a US non-profit or Government organization;</p> <p>I. Membership in the reserve military units of Texas or of the United States.</p>	YES	NO (provided there is no COI or COC)	YES	YES (provided there is no COI or COC)	<p>YES, as long as:</p> <ul style="list-style-type: none"> • Services are not requested because of faculty member's position at the HSC; • Faculty member does not exercise discretion related to contracts, purchases, or other financial transactions involving the entity providing the honoraria (if so, certain restrictions apply to accepting honoraria); and • The honoraria would not influence the faculty member's university duties.
<p align="center">Category 2</p> <p align="center">Other Activities</p> <p>A. Outside employment or other compensated activities, such as service as a consultant or advisor to any entity (see exclusions in Categories 1, and 3);</p> <p>B. Service on outside boards regardless of whether compensation is received (see exclusions in Categories 1 items A, B & F, and 3);</p> <p>C. Service on a board of a religious organization that provides services which the university provides (e.g., a religious hospital or academic institution); &</p> <p>D. Any uncompensated outside activity that would reasonably appear to create a conflict of interest or conflict of commitment with the member's university responsibilities.</p>	YES	YES	YES	NO	
<p align="center">Category 3</p> <p align="center">Unrelated outside activities that are personal rather than professional in nature</p> <p>Examples include: service to a religious organization, other than as described in Category 2(c); boards of municipalities, political organizations, neighborhood associations, school systems, etc.; youth sports or recreation leagues; affinity groups such as a local gardening society or a collectors club.</p>	NO	NO	NO	NO	
<p align="center">Category 4</p> <p align="center">Substantial Interest in a Business Entity or Gifts over \$250; or Outside activities and financial interests of family members if they would reasonably appear to create a conflict of interest</p>	NO	NO	Yes, if COI	N/A	
<p align="center">Category 5</p> <p align="center">School's Professional Practice Plan</p> <p>Professional fees generated for all patient care services, fees for all court appearances, depositions, or legal consultations by members of the plan (e.g., MSRDP, DSRDP, NSRDP).</p>	YES	YES	YES	YES	NO
<p align="center">Category 6</p> <p align="center">Work or other activity with non-Health Science Center entities or individuals that are part of your Health Science Center responsibilities</p> <p>For example, work on a Health Science Center grant at a subcontractor's site or attending meetings of U.T. System committees do not constitute outside activities.</p>	NO	NO	NO	YES	N/A

*For full details please refer to HOP 10.1.9.