



Disclosure of Outside Activities | A Quick Reference Guide for ASU Researchers

Introduction

 ASU researchers are required to disclose certain outside activities to ASU. Outside activities are activities you perform outside of your ASU responsibilities for organizations other than ASU.

Requirement


-  ASU researchers must disclose outside activities that:
- might be reasonably perceived to be related to their institutional responsibilities (i.e., professional responsibilities at ASU, including but not limited to teaching, research, leadership, professional practice, membership on institutional committees or panels and administrative activities);
 - relate to ASU’s educational, research, service or other missions, including the services offered by ASU;
 - may otherwise present a conflict of interest (COI) or conflict of commitment, or the perception of such a conflict, with their duties to ASU, including those activities of relatives (i.e., spouse, dependent children, etc.).

NOTE: Arizona state law sets a \$0 threshold for disclosure.


Means of Disclosure

 ASU researchers will use ASU’s Enterprise Research Administration System (ERA) using the “MyDisclosures” module at <https://era.oked.asu.edu/>.

Training

 Conflict of Interest training is required prior to engaging in sponsored projects and at least every 4 years. Training requirements: researchcompliance.asu.edu/coi/training-requirements.

Rules & Regs

 Arizona State University, State of Arizona, and Federal rules, regulations and policies collectively make up disclosure and conflict of interest requirements for ASU researchers. Refer to [ACD 204-08 Conflicts of Interest](#) and [RSP 206 Objectivity in Research – Disclosure of Financial Interests and Management of Conflicts](#).

ACTIVITIES COMMONLY DISCLOSED

The following is a non-exhaustive list of activities commonly disclosed.

Services for For-Profit Entities (outside of ASU responsibilities)	
• Consulting or other professional services	• Management positions (CEO, CSO, CIO, Treasurer, etc.)
• Scientific Advisory Board services	• Managing Member position (LLC)
• Data Safety Monitoring Board services	• Board of Directors services
• Laboratory work and/or scholarly research	• Expert guest analysis for press, radio or television
• Lectures and speaking engagements	• Any position with fiduciary responsibility
• Expert witness services	• Any services typical for a company employee
• Services for or positions held in University Licensed Start-up Companies	

Services to Non-Commercial Entities including universities and governments outside the U.S. (outside of ASU responsibilities)

- Advisory services to foreign governments, foreign government agencies and foreign universities
- Lectures or teaching at foreign universities
- Committee work for foreign governments or foreign universities
- Research collaborations at foreign universities not coordinated by ASU's Office for Research & Sponsored Projects Administration (ORSPA)

Services to your Professional Community (outside of ASU responsibilities)

- Book reviews, external promotion reviews
- Editorial boards for academic or special publications
- Editor-in-chief or administrator for professional or academic journal
- Service on committees or governing boards of U.S. professional organizations

Other Services to Outside Entities (outside of ASU responsibilities)

- Consulting or other professional services
- Lectures and speaking engagements
- Expert guest analysis for press, radio, or television
- Management positions (CEO, CSO, Treasurer, etc.)
- Board of Directors services
- Any position with fiduciary responsibilities

Services to U.S. Federal, State or Local Government Agencies (outside of ASU responsibilities)

- Other services for the federal government that include developing federal procurement specifications or accessing non-public information that could give ASU an unfair competitive advantage when bidding on federal awards
- Note:** Services on government advisory groups, NIH Study Section service, Service on FDA advisory panel, Reviews, workshops or advisory work for agencies such as NSF, DOD, DOE, etc., generally do not need disclosure.

Sponsored and Reimbursed Travel (paid for by entities other than ASU or yourself)

- Travel to a U.S. professional conference
- Travel required to perform consulting or other professional services for the entity)
- Travel to a foreign professional conference
- Travel to foreign universities

Note: Travel reimbursed through a sponsored project managed by ASU does not need disclosure.

Other Support

- Private equity, venture, or other capital financing
- Note:** Researchers must disclose their equity stake. If a venture capital firm does not provide investment information, researchers must obtain a letter from the venture capital firm stating that the firm does not disclose who or what they have invested in, or who the other investors are.

Disclosure & Conflict of Interest FAQ: researchcompliance.asu.edu/coi/faqs