Disclosure Requirements and other General Reminders

1. External Employment Disclosures

   Faculty:
   
   System Regulation 31.05.01, Faculty Consulting and External Professional Employment
   
   Complete the System Faculty Consulting and External Professional Employment Application
   
   Staff:
   
   System Regulation 31.05.02, External Employment
   
   Complete the Non-Faculty External Employment Application

2. Financial Conflict of Interest

   System Regulation 15.01.03, Financial Conflict of Interest in Sponsored Research
   
   The 15.01.03 Definitions define and explain the types of Significant Financial Interest that must be disclosed.
   
   FCOI Disclosures are submitted in Maestro.
   
   For the Maestro instructions on submitting FCOI disclosures, please contact TEES Ethics and Compliance.

3. Visitors, Interns and Remote Collaborators

   On occasion faculty serve as a host to a visitor or intern.
   
   As the host, please be aware of the approval process for each type of situation.
   
   Please contact Engineering HR for approval and paperwork processing: engineeringhrvisitors@tamu.edu.

4. General Reminders -

   If you participate in any federally-funded research, such as (DOE, DOD, NIH, NSF, etc.) then you are required to notify your federal sponsors of any (paid or unpaid) relationships and affiliations you have with foreign entities. These relationships should also be disclosed to TEES through the External Employment process described above.

   Considerations –
   Where are you going?
   
   If leaving the U.S., have you consulted with TEES Ethics and Compliance Export Control compliance officers?
   How long will you be gone?
   
   -Need to work with SRS/TEES to notify federal sponsors if you will be gone more than 3 months
   
   -Need to work with IFSF to assign an alternate host for visiting scholars if you will be gone more than 2 weeks
   
   -Need to work with Ethics & Compliance to manage export-controlled projects

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