



Do I need to disclose?

Outside Professional Activities (OPA), financial interests, faculty duties, and other considerations.

USC faculty may be involved in a range of activities related to their professional expertise. Not all activities need to be disclosed in the Activities and Interests Reporting (AIR) system. The table below provides guidance on which types of activities and financial interests to disclose in the AIR system. If you have questions, please consult with your Department Chair or contact COI@mailbox.sc.edu.

Example Activities & Interests	Need to Disclose?
Outside employment & professional services Consulting, witness testimony, part-time work, teaching online for another entity, summer employment, etc. Participation in outside research, not through USC or USC sub-awards, must also be reported. For example, research through a private company or research with a foreign university.	Yes Policies: ACAF 1.50 , HR 1.30 , BTRU 1.18
Financial interest in a company seeking business from USC Personal or family financial interests in a company engaged in contracts or other negotiations with USC. For example, your family's business or a firm in which you hold a financial interest is seeking to work with USC.	Yes FINA 2.14 , BTRU 1.18
Fees or honoraria Remuneration for a non-contractual service (paid speech, paid travel, compensation for attending a workshop, etc.) Honoraria may not be accepted for engagements where you are serving in official USC capacity.	Yes ACAF 1.50
IP income (royalties, licensing fees, etc.) Revenue from patents, copyrights or other IP related to your area of institutional expertise that are paid from sources other than USC.	Yes ACAF 1.50 , ACAF 1.33
Management or board positions with a business or corporation Roles where you hold a fiduciary duty to an outside organization must be disclosed and reviewed for potential conflicts with USC duties.	Yes ACAF 1.50
Financial interest in a company related to your USC duties Equity interest by you or a family member in a start-up or other small business related to your research.	Yes RSCH 1.06 , BTRU 1.18
Financial or in-kind support from foreign organizations Teaching or research fellowships, courtesy or joint appointments at other universities, foreign talent recruitment programs, paid travel, lab space or other in-kind research support from foreign entities.	Yes ACAF 1.50 , RSCH 1.10

Example Activities & Interests	Need to Disclose?
<p>Unpaid speaking engagements, conferences & seminars. Participating in educational conferences or similar academic events while representing USC (speaker, conference participant, organizer, etc.)</p>	<p>No ACAF 1.50</p>
<p>Service on U.S. government scientific review panels, advisory groups, or committees Participation in domestic (U.S.) government activities such as NIH study sections, FDA advisory panels, or similar work does not need to be disclosed. Engagement in similar activities with non-U.S. government entities <u>does</u> need to be disclosed and receive prior approval.</p>	<p>No ACAF 1.50, RSCH 1.06</p>
<p>Community service and volunteering Serving as a mentor, participating in service organizations, volunteering with local non-profits, etc.</p>	<p>No ACAF 1.50</p>
<p>Grants & research activities through your role at USC Sponsored research supported by external awards to USC does not need to be disclosed as these activities are considered part of your USC duties.</p>	<p>No ACAF 1.50</p>
<p>Reviewing scientific or academic publications Serving on an editorial board for academic publications, providing peer-review of scholarly works.</p>	<p>No ACAF 1.50</p>
<p>Retirement accounts and other non-related outside investments Retirement accounts, mutual funds, index funds, and other investments not related to your research, including individual stocks issued by major corporations (e.g. Johnson & Johnson, Apple, Pfizer etc.)</p>	<p>No BTRU 1.18</p>
<p>Sabbatical leave and other USC sponsored trips/initiatives Sabbaticals are approved through a different process and do not need to be disclosed. Likewise, participation in USC sponsored trips, USC partnerships and study-abroad programs do not need to be disclosed.</p>	<p>No ACAF 1.50, ACAF 2.12</p>
<p>Family and Personal Relationships Family or close personal relationships may need to be disclosed if they overlap with your USC duties. For example, if your spouse/partner works in a role that could influence, or be influenced, by your USC duties, that relationship should be disclosed.</p>	<p>Potentially BTRU 1.18, HR 1.27</p>
<p>Income from publications/scholarship Books, publications and other works of scholarship generally do not need to be disclosed. However, if the financial interest overlaps with your USC decisions (e.g., requiring USC students to buy self-authored materials), those interests must be disclosed and managed.</p>	<p>Potentially BTRU 1.18, ACAF 1.34</p>