

## Disclosure Profile Guidance

**Background:** Individuals (as defined in [SBU's Disclosure of External Interests and Commitments Policy](#)) are required to maintain a Disclosure Profile in myResearch COI. This includes an annual certification each May.

**What to Disclose:** Covered individuals must disclose all financial, personal and professional interests/activities/relationships that you or an Immediate Family Member have with any non-University entities (outside of SBU) that create or could be perceived to create a conflict of interest or commitment that:

- Might be reasonably perceived to be related to your institutional responsibilities; or
- May otherwise present a conflict of interest/conflict of commitment, or the perception of such a conflict, with your duties to the University.

**Institutional Responsibilities:** An individual's professional responsibilities on behalf of the University, including, but not limited to, activities such as research, research consultation, teaching, professional practice, and membership/service on University committees and panels (e.g., Institutional Review Boards, Data and Safety Monitoring Board, accreditation committees, etc.).

**Monetary Threshold:** All interests, activities, and relationships that meet the criteria regardless of monetary amount (including no compensation) need to be reported.

In general, outside activities fall into five categories (see next page). Within each category, there are specific activities to disclose and not disclose. Use the chart below as guidance when completing/updating your Disclosure Profile in myResearch COI.

If you have any questions regarding your Disclosure Profile, please [schedule an appointment](#) with Marina Galanakis, COI Coordinator, for further consultation or email our office at [ovpr\\_COI\\_admin@stonybrook.edu](mailto:ovpr_COI_admin@stonybrook.edu).

Category	To Disclose	Exceptions/ Do Not Disclose
<b>Relationships (Domestic and International)</b>	<p><b>External Appointments or Employment</b></p> <p><b><i>Appointments</i></b> Any (<b>paid or unpaid</b>) appointment at a non-University entity (regardless of title/rank/position), This includes visiting appointments, volunteer status, guest, and honorary titles/appointments.</p> <p><b><i>Employment</i></b> Any (<b>paid or unpaid</b>) employment at a non-University entity that relies on similar expertise as your job responsibilities at SBU.</p> <p><i>Note: This includes all affiliations that would constitute a <a href="#">Foreign Talent Recruitment Program</a>.</i></p>	
<b>Activities (Domestic and International)</b>	<p><b>Consulting/Professional Services</b> <b><i>Paid and unpaid</i></b> services provided to a non-University (outside of SBU) entity and including government work</p> <p><b>Board Services or Advisory Role</b> Any Board Service or Advisory role at a non-University entity, <b><i>paid or unpaid</i></b> (e.g., Scientific Advisory Board, Data and Safety Monitoring Board, Board of Directors, Corporate Officer, Trustee, or other position with financial responsibility)</p> <p><b>Honoraria and Prizes</b> Payment received from a non-University entity as a token for participating in a specific activity (e.g., guest speaker/lecturer, at a conference or seminar participation, publishing an article, honorary degrees, academic prizes). Honoraria are typically a one-time payment, distinct from employment/consulting arrangements</p>	<p><b>Other Domestic Government Work</b></p> <p>Income from a United States (federal, state or local) government agency for:</p> <ol style="list-style-type: none"> <li>1) seminars/lectures</li> <li>2) teaching engagements</li> <li>3) service on advisory committees or review panels</li> </ol>

For purposes of clarity, a non-University entity is defined as any institutional, governmental, or commercial organization outside of Stony Brook University.

Category	To Disclose	Exceptions/ Do Not Disclose
<p><b>Activities Cont. (Domestic and International)</b></p>	<p><b>Sponsored Travel</b> Travel expenses that are paid on your behalf or reimbursed directly to you by a non-University entity. The disclosure must include the sponsor, destination, duration, and purpose of the travel, and must be reported within 30 days of said travel.</p> <p>Note: Sponsored Travel <b>does not include</b> travel funds or reimbursements that are administered by Stony Brook University, the Stony Brook Foundation, or the Research Foundation.</p> <p><b>Editorial Services and Royalties</b> Any editorial services provided to a non-University entity. This includes royalties received from publications (e.g., books, articles, films, music).</p>	<p><b>Travel Sponsored or Reimbursed</b> By a United States (federal, state or local) government agency</p>
<p><b>Resources (Domestic and International)</b></p>	<p><b>External Resources and/or Support</b> Paid on your behalf (or provided to you at no cost) from any non-University entity (e.g., lab/office space, staff [post-docs, visiting scholars, students], equipment or supplies, materials, animals, and gifts administered by a non-University entity. <i>(See exceptions at right.)</i></p> <p><i>Note: This includes resources/support provided for your use at both Stony Brook University locations and non-Stony Brook University locations.</i></p>	<p><b>Resources and/or Support Administered by:</b></p> <ol style="list-style-type: none"> <li>1) Stony Brook University</li> <li>2) The Stony Brook Foundation</li> <li>3) The Research Foundation for SUNY</li> </ol>

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Category	To Disclose	Exceptions/ Do Not Disclose
<p><b>Ownership Interest – Equity, Stock, Stock Options (Domestic and International)</b></p>	<p><b>Equity/Ownership</b></p> <p>Any equity held in a non-University entity</p> <ul style="list-style-type: none"> <li>• Ownership or venture capital (e.g., stock, stock options, warrants, etc.) in a public or privately held company (including start-up companies [even if there is no value])</li> </ul> <p>Divestiture and cash pay-out: Any equity in a non-University entity that was included in a Disclosure Profile and then subsequently sold.</p> <p><i>Note: When disclosing equity, either list a percentage of ownership/stock or dollar value.</i></p>	<p><b>Income from Investment Vehicles</b></p> <p>Mutual funds, retirement funds, and similar investments where <i>you do not control</i> the investment decisions made in these vehicles</p> <p><b>Investments not related to University work or responsibilities</b></p> <p>Investments that <i>do not relate</i> your work at Stony Brook – or to your institutional responsibilities</p>
<p><b>Intellectual Property (IP) (Domestic and International)</b></p>	<p><b>IP/Licensing</b></p> <p>Any payments or promises from a non-University entity that has licensed (or has options to license) any intellectual property rights either directly or through another entity (including the State University of New York and the Research Foundation for SUNY), where such intellectual property was developed by the individual.</p> <p><i>Note: All royalties, including those received by the individual from this University, are to be disclosed.</i></p>	

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