

Disclosure Requirements

Significant Financial Interests



Covered Individuals must disclose SFIs (as defined in [Emory Policy 7.7](#) and [Emory Policy 7.24](#)):

- During the 60-day annual certification period
- Within 30 days of discovering or acquiring a new Financial Interest (e.g., through purchase, marriage, or inheritance)
- Within 30 days of hire

Disclosing: Insight

- [Disclosure profile update \(My Updates\)](#)
- [Annual Certifications \(My Annual\)](#)
- [Confirming no disclosures \(Annual Cert\)](#)

Applicable Policies/Regulations:

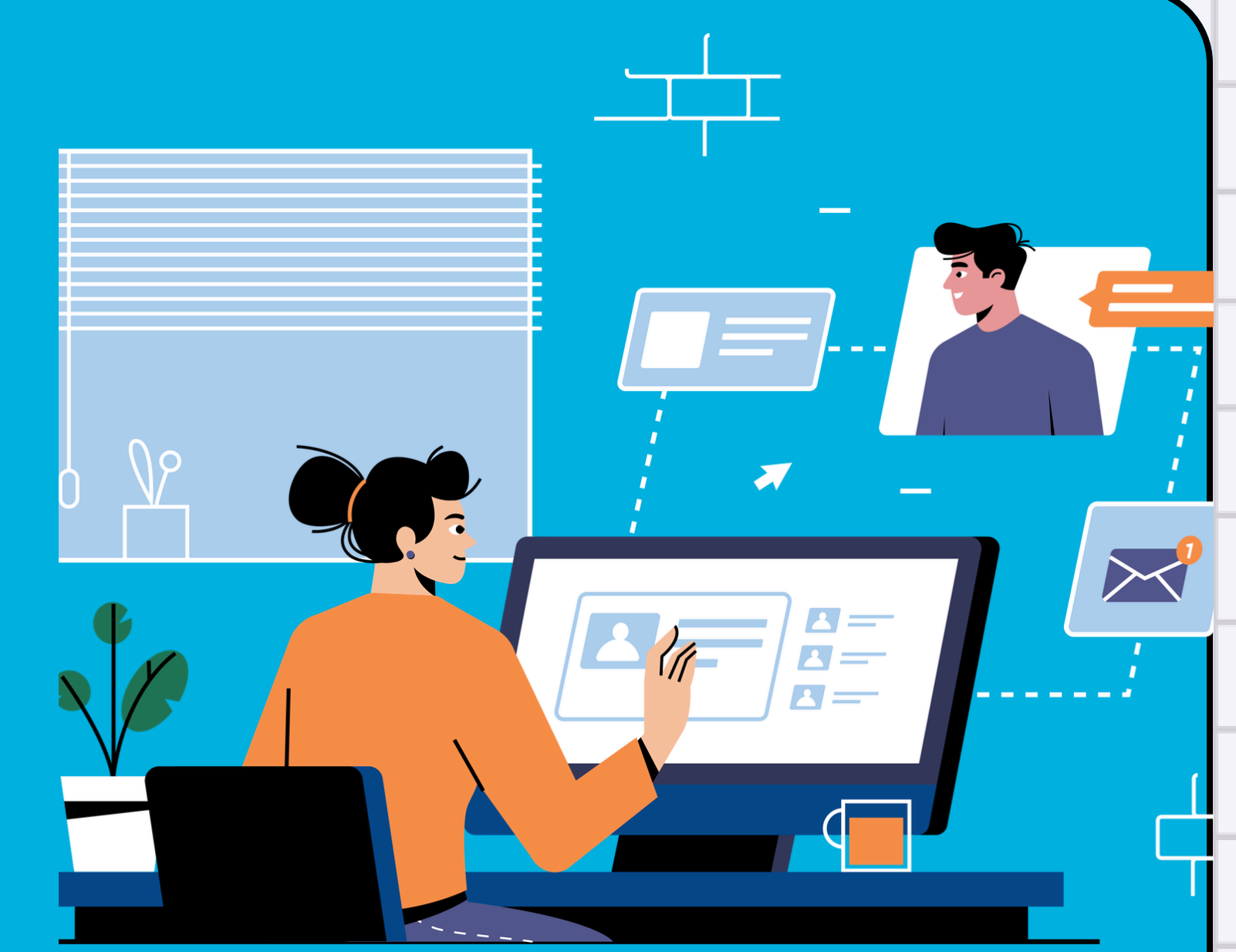
- [Emory Policy 7.7 - Financial Conflicts of Interest](#)
- [Emory Policy 7.38 - Conflict of Commitment for Faculty, Postdoc/Trainees, and Research Staff](#)

External & Professional Activities

Covered Individuals must disclose prior to engaging in the External Activity

Disclosing: Insight - External Activity Report

- [Creating External Activities in the Agreements Module](#)
- [Create an External Activity Agreement Record \(with pictures\)](#)



Applicable Policies/Regulations:

- [Emory Policy 7.7 - Financial Conflicts of Interest](#)
- [Emory Policy 7.38 - Conflict of Commitment for Faculty, Postdoc/Trainees, and Research Staff](#)

Foreign Travel

All Faculty & Staff

All travel should be booked with one of 3 Emory approved vendors via the Travel Registry. Prior to traveling to comprehensively embargoed countries, travelers should report the country of destination, purpose of travel, travel dates/duration, itinerary, and who is responsible for paying for travel to ensure additional required screenings for export controls compliance are completed

Disclosing: [Emory Approved Travel Vendors](#)

Covered Individuals*

International Travel should be reported as soon as it is booked, and no later than 10 business days before departure. Please note that if an export license is required, additional time for approval may be necessary.

Disclosing: Insight - 'My Travel' Form

- [Foreign Travel Disclosure \(My Travel\)](#)
- [Viewing and Searching for Travel](#)

Applicable Policies/Regulations:

- [Emory Policy 7.11 - Export Control](#)
- [Emory Policy 7.38 - Conflict of Commitment for Faculty, Postdoc Fellows /Trainees, and Research Staff](#)
- [Emory Policy 10.18 - Emory-Sponsored International Travel](#)
- [NSPM-33](#)

Foreign Affiliations

Covered Individuals must disclose Foreign Affiliations. Approval timeline requirements may vary depending on the type of Foreign Affiliation.

- Prior approval is required before engaging in the following activities:
- Active appointments, position with or research support from any entity in a country of concern
- Co-authorships;
- Co-inventorships on patent applications
- Appointments, positions or research support with collaborators
- Active appointments, positions and research support for graduate students on the proposal

Disclosing: Insight

- [Disclosure profile update \(My Updates\)](#)
- [Annual Certifications \(My Annual\)](#)
- [Confirming no disclosures \(Annual Cert\)](#)

Applicable Policies/Regulations:

- | Emory | Federal |
|---|---|
| <ul style="list-style-type: none"> • Emory Policy 7.7 - Financial Conflicts of Interest • Emory Policy 7.11 - Export Control • Emory Policy 7.38 - Conflict of Commitment for Faculty, Postdoc Fellows /Trainees, and Research Staff | <ul style="list-style-type: none"> • CHIPS and Science Act • DOD Policy on Risk-Based Security Reviews for Fundamental Research • NIH - Other Support disclosure requirements • DOE Order 486.1 • NSF • NSPM-33 |

***Covered Individual:** an individual who **(a)** contributes in a substantive, meaningful way to the scientific development or execution of a research and development project proposed to be carried out with a research and development award from a Federal research agency; and **(b)** is designated as a covered individual by the Federal research agency concerned.

See [NSPM-33 definition](#) for additional relevant definitions.

International Travel, Loaner Devices, and Travel Disclosures

Personal International Travel (Including High-Risk Destinations)

If you are traveling internationally for personal reasons (e.g., vacation), including travel to a high-risk destination, and anticipate performing limited or incidental Emory-related work while abroad (such as email review or offline document work), no travel disclosure in INSIGHT is required.

For these situations, loaner devices may be requested directly through IT. [Request a loaner device here.](#)

Emory Business Travel

Travel disclosures are required for Emory business travel. If any portion of your international travel involves Emory business activities, these activities must be disclosed as business travel. This applies even if Emory business occurs during part of an otherwise personal or vacation trip. Examples include but are not limited to:

- Attending or presenting at an Emory-related meeting or conference
- Speaking engagements conducted on behalf of Emory
- International research collaborations
- Other Emory-directed or sponsored activities

To disclose, **access Insight here:** <https://emory.researchinsight.org/>