



DISCLOSURE QUICK GUIDE

Do I Need to Disclose This?

Most outside activities are appropriate. Disclosure allows Emory to review them and manage concerns, when needed.

Emory faculty and researchers often participate in consulting, collaborations, publications, startups, advisory boards, and other external activities. Some activities, financial interests, affiliations, support, and commitments may need to be disclosed under Emory Policy 7.7, Policy 7.38, or applicable sponsor requirements.

Use the five questions below as a quick screen. A “yes” does not mean the activity is prohibited. It means you should review the applicable requirements, disclose when required, or contact Research Compliance for guidance.

#	Question	Examples
1	Am I receiving compensation from someone other than Emory?	Consulting; advisory boards; honoraria; speaking; expert witness work; external employment.
2	Do I hold a position, title, or appointment outside Emory?	Adjunct or visiting appointments; scientific advisor roles; board service; company leadership; startup founder roles.
3	Is anyone outside Emory supporting my research or scholarly activities?	Funding; equipment; laboratory space; data; materials; personnel; visiting researchers; other in-kind resources.
4	Could an outside activity interfere with my Emory responsibilities?	Significant time commitments; competing obligations; outside management duties; activities that affect availability or professional judgment.
5	Has anything changed since my last disclosure?	A new activity, financial interest, appointment, affiliation, collaboration, research resource, or source of support.

If you answer YES to any question, review whether disclosure is required. When in doubt, disclose and ask.

How Authorship and Publications Fit

Authorship by itself is not typically the outside activity that requires disclosure. However, a publication may reveal or arise from an outside relationship, appointment, activity, commitment, or source of research support that should be reviewed.



- Use of an outside institutional affiliation or title on a publication
- A publication resulting from consulting, an external appointment, or advisory work
- Research supported by outside funding, laboratory space, equipment, data, materials, personnel, or visiting scholars
- Scholarly work connected to a foreign or domestic organization outside Emory

Ask: What relationship, appointment, activity, or support made this publication possible?

Common Questions

I am not paid. Do I still need to disclose?

Certain appointments, affiliations, outside activities, commitments, and research support may require review even when unpaid.

It is only an honorary, adjunct, or visiting title. Does it matter?

Review the underlying relationship, responsibilities, use of the title, and any associated support or expectations.

The support is not money. Does it count?

Research support can include equipment, data, materials, personnel, laboratory space, visiting researchers, or other in-kind resources.

I am only a co-author. Do I need to disclose?

Co-authorship alone does not necessarily create a disclosure obligation. Review whether the publication is connected to an outside appointment, activity, affiliation, commitment, or source of support.

Does disclosure mean the activity is prohibited?

No. Disclosure allows appropriate review and, when needed, management of a potential conflict.

I disclosed before. Do I need to do anything else?

Review and update your disclosure when circumstances change and complete required periodic certifications.

Before a Proposal or Publication

- ☐ My Emory disclosure is current.
- ☐ My outside activities, appointments, affiliations, and financial interests have been reviewed for disclosure.
- ☐ External research support and in-kind resources are accurately identified where required.
- ☐ Information is consistent across my Emory disclosure, sponsor documents, biosketch/current and pending support, and publications.
- ☐ I have asked Research Compliance when I am uncertain.

When in doubt, disclose and ask. Early review supports transparency, protects researchers, and helps Emory meet institutional and sponsor requirements.



Where to Get Help

Contact the Office of Research Compliance and Regulatory Affairs (researchcompliance@emory.edu) for guidance on conflicts of interest, conflicts of commitment, outside professional activities, research support, authorship-related affiliations, and sponsor disclosure requirements.