

What to Include

Harvard University is committed to upholding its core mission and values, including the assurance of personal and institutional academic integrity in conducting of all academic duties. Among these assurances is the need to identify and appropriately manage potential financial conflicts of interest and conflicts of commitment. As such, it is important for Faculty to disclose all significant financial interests and external professional commitments, as described in the "[Harvard University Policy on Individual Financial Conflicts Of Interest For Persons Holding Faculty And Teaching Appointments](#)" (the FCOI Policy) and "[Statement on Outside Activities of Holders of Academic Appointments](#)" (the Outside Activities Statement).

Pursuant to Section E of the FCOI Policy linked above, you are required to disclose each entity relationship associated with your outside professional activities and other related interests. Outside entities are those with which you have relationships outside of Harvard or one of its affiliate institutions. Outside entities include companies, service providers, non-government organizations (NGOs), foundations, foreign governments, and any other for-profit or not-for-profit entities with **which you, your partner/spouse or your dependent children (family) had a relationship in the last twelve months** except as noted in the exclusions below. Please note that the Outside Activities Statement requires additional disclosures and approvals for those professional relationships closest to the core of your Harvard obligations, such as teaching or conducting research at another institution or entity. While any such relationship should be disclosed as a related outside professional activity, this requirement is distinct from your obligations under the Outside Activities Statement, including with respect to obtaining School-level approval prior to entering into any such outside teaching and research engagements.

Related financial interests, equity holdings, ownership, and fiduciary relationships

All financial interests, equity holdings, ownership, and fiduciary relationships held by you or your family that relate to your institutional responsibilities, regardless of the associated dollar amount of the interest or whether the value can be readily determined, including:

- Equity or other ownership Interests, including any shares of stock, options, warrants, or promises of such, etc., whether the company is privately or publicly held and regardless of whether the equity currently has any value. This does not include diversified financial holdings or investments not directly controlled by you.
- Potential income related to inventorship/authorship on intellectual property that is licensed to an outside entity (including but not limited to inventions, copyrighted works, and/or trademarks) regardless of whether royalties have been received.
- Any paid or unpaid fiduciary or management role as an officer, director, or member of a governing board (e.g., board of directors or the equivalent) in a related outside entity.
- Any other financial interests or related compensated activities, held by you or your family.

Relationships that constitute outside professional activities

All outside professional activities that are related to your institutional responsibilities, including activities for which you do not receive compensation, such as:

- Professional services or employment, including any:
 - Appointment, affiliation, or employment agreement with any outside entity, foreign or domestic
 - Private consulting or membership on a scientific or other advisory board
 - Teaching a program outside of Harvard
 - Office held in a professional organization

- Services provided to a non-US government (including testimony)
- Paid media appearances
- Expert witness testimony
- Editorial services
- Architecture, planning, or design project services
- Participation in:
 - Fellowship and artists' residencies (other than under an award through Harvard)
 - Exhibitions, design projects, professional juries (including design juries), or
 - Foreign talent recruitment or development programs
- Conducting research or otherwise being listed on a sponsored award on behalf of a program outside of Harvard
- Prizes, including awards and honoraria
- Speaking engagements and travel support or reimbursements, including travel paid on your behalf by a third party. Note: you need not include speaking engagements for and travel that is reimbursed or sponsored by US federal, state, or local government entities or US-based institutions of higher education and affiliated medical centers. However, speaking engagements for and travel that is reimbursed or sponsored by non-US government agencies and institutions of higher education need to be included.

You should include any companies that receive payments on your behalf. For example, if you are part of a practice or foundation, or an organized consulting group that receives payment for your work, that consulting group and the companies that paid you through the consulting group should be listed. Payments from any corporate sponsor that pass through an intermediary should be attributed to the primary sponsor. For example, if a pharmaceutical company hires a public relations firm to arrange seminars in support of the company's product, the payments should be attributed to the pharmaceutical company, not the PR firm, regardless of which company's name appears on the check you receive (or anticipate receiving). For the avoidance of doubt, activities in which you engage as part of your Harvard institutional responsibilities, including teaching, sponsored research, and other academic and research programs managed through Harvard, need not be included.

Because the required elements of certification include paid and unpaid activities, and to reduce the need for duplicate reporting, some schools may use the outside professional activities contained in these reports in their internal faculty review processes. Information contained in these reports will be treated on a need to know basis.

If you have any questions about what ***else*** needs to be included, keep in mind the following:

- Include any relationship that relies upon the experiences and professional expertise that serve as the basis for your faculty appointment and/or role at this institution.
- In determining relatedness to your institutional responsibilities, faculty and researchers should apply a standard of common sense --include interests that you would reasonably expect your peers to disclose and when in doubt, disclose.
- Finally, these reporting requirements are independent of whether your activities or financial interests represent a potential, perceived, or actual conflict of interest.