Helpful hints for a Financial Interest Disclosure
(formerly Conflict of Interest Disclosure)

Original Date: Friday, June 14, 2024
Revision Date: Friday, July 5, 2024

Application of Policy:

All Employees - UNT System Administration, UNT, UNT Health Science Center, and UNT Dallas
  • Disclosure is required for new hires, once annually by all employees, and any time a new financial interest arises

Purpose:

We have updated the Conflict of Interest in Purchasing and Contracting disclosures process. The disclosure can be submitted via the online Financial Interest Disclosure form which is powered by Smartsheet. This document outlines the steps for accessing Smartsheet using your UNT System credentials through Single Sign-On (SSO).

Prerequisites:

• You must have a valid UNT System (or component institution) email address.

NOTE: The Conflict of Interest in Purchasing and Contracting disclosure does not satisfy other types of Conflicts of Interest that are relevant to other aspects (e.g. Research conflicts of Interest).

Signing in to Smartsheet

1. Navigate to the UNTS Conflict of Interest in Purchasing and Contracting webpage
2. Click the Financial Interest Disclosure form link.
3. Click the "Sign in with Microsoft" button. This button may also display the Microsoft logo.
4. You may see a message stating, 'Your account activation email is on its way.' Check your UNT System (or component institution) email inbox for a message with a link to activate your account.

5. The email will contain a link labeled 'Link my account'. Click this link to return to the Smartsheet website.

6. Upon returning to the Smartsheet website, you may be asked to agree to the Smartsheet User Agreement and acknowledge that Smartsheet will process your personal data in compliance with their privacy policy.

7. Once successfully authenticated, you will be directed to the Financial Interest Disclosure form.

8. The Financial Interest Disclosure Form looks like this:
Additional Notes:

- You may be prompted to grant Smartsheet permission to access your Microsoft account information during the login process. This is necessary for single sign-on to function.

- If you encounter any further issues, please contact the IT support team for assistance.

Completing the Financial Disclosure Form

1. Review the description and definitions of the disclosure.

2. Answer or fill in the requested information. Fields with an asterisk (*) are required fields.

   2.1. FINANCIAL INTEREST CONFIRMATION: Do you have Financial Interest to disclose under this Regulation? Please answer “yes” or “no” accordingly.

Reference: Regulations of the University of North Texas System 08.16000 - Transparency and Avoidance of Conflicts of Interest in Contracting and Procurement of Goods and Services:
https://untsystem.policytech.com/dotNet/documents/?docid=144&public=true

If you answered NO to question 2.1, skip to section 2.3 below.
If you answered YES to question 2.1, complete the remaining questions beginning with section 2.2 below.

   2.2. NATURE OF FINANCIAL INTEREST.

      2.2.1. If the answer to the previous question was “yes”, complete the text box fields”
2.2.1.1. Name of Non-UNT Entity(s)*
2.2.1.2. Nature of Financial Interest*
  2.2.1.2.1. Names and relationships of individual(s) with the Financial Interest
  2.2.1.2.2. Any current and known business being conducted with UNT System and/or a component institution

2.3. Optional, if you would like a copy of the disclosure for your records, select the check box.

2.4. When all requested information is complete, select SUBMIT.

After Financial Disclosure Form Submission

1. Any potential conflicts of interest must be reviewed and addressed by the Chief Procurement Office or their designee before the procurement of contracting process can be completed.

Questions:
- For questions about Financial Interest (Conflict of Interest) disclosures, contact: conflictdisclosures@untsystem.edu.
- For questions/assistance with the Financial Interest FORM, contact: jaggaeradmin@untsystem.edu.