

Helpful hints for a Financial Interest Disclosure

(formerly Conflict of Interest Disclosure)

Original Date: Friday, June 14, 2024
Revision Date: n/a

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).

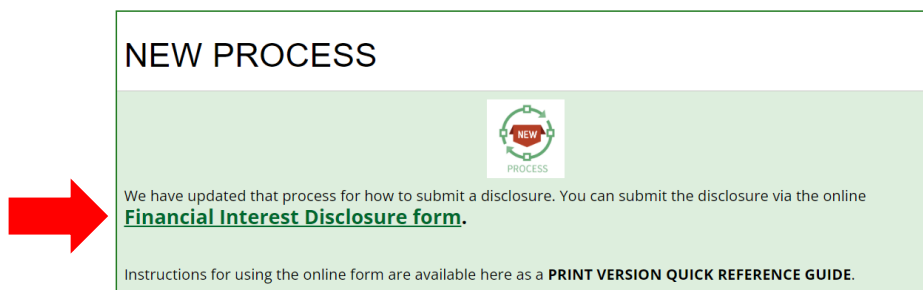
Prerequisites:

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

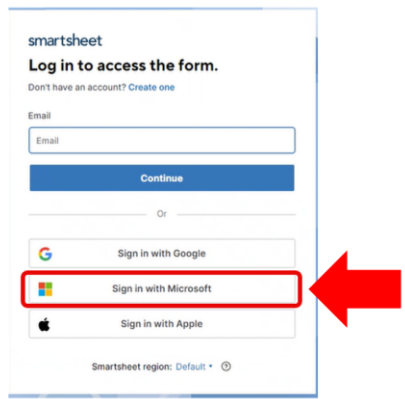
NOTE: The Conflict of Interest in Purchasing and Contracting disclosure does not satisfy other types of Conflicts of Interest that are relevant to other aspects (e.g. Research conflicts of Interest).

Signing in to Smartsheet

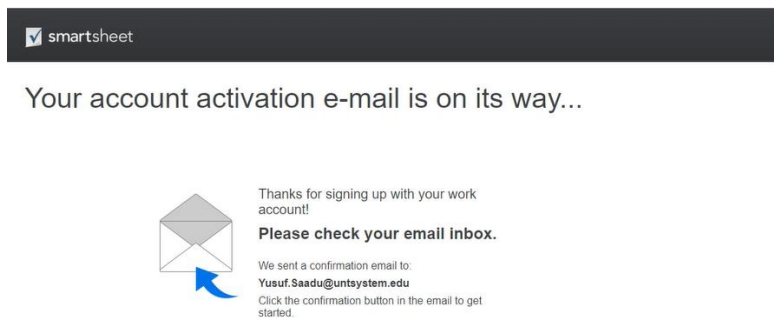
1. Navigate to the [UNTS Conflict of Interest in Purchasing and Contracting webpage](#)
2. Click the [Financial Interest Disclosure form](#) link.



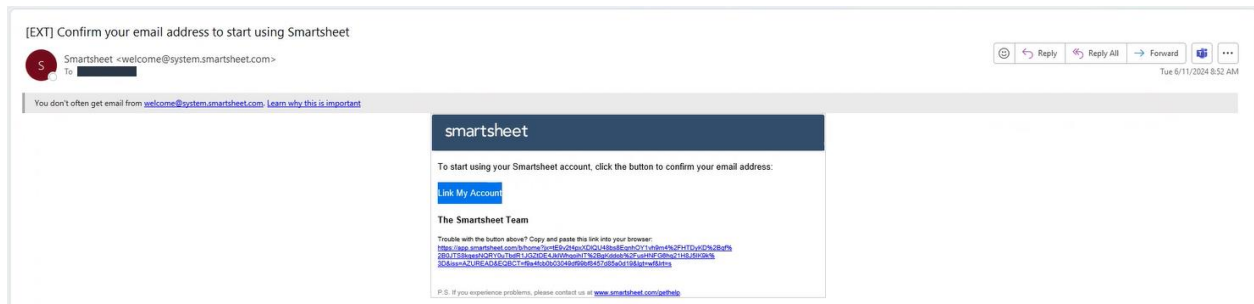
3. Click the "Sign in with Microsoft" button. This button may also display the Microsoft logo.



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.

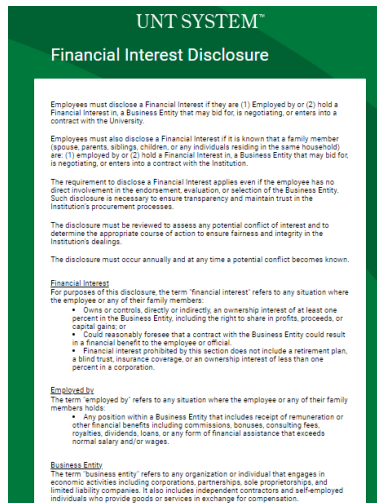
One thing first...

Your password must have at least 10 characters. For better security, don't reuse a password from another site and use a mix of letters, numbers, and special characters.

I agree to the [Smartsheet User Agreement](#) and acknowledge that Smartsheet will process my personal data in compliance with the [Privacy Policy](#).

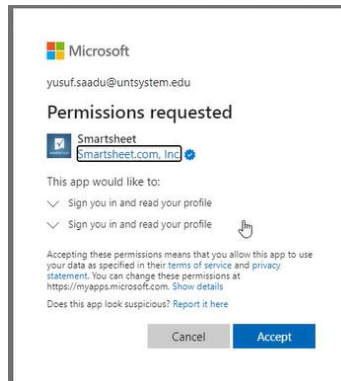
Next

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

- Review the description and definitions of the disclosure.
- Answer or fill in the requested information. Fields with an asterisk (*) are *required* fields.
 - FINANCIAL INTEREST CONFIRMATION. Please answer “yes” or “no” accordingly.
 - NATURE OF FINANCIAL INTEREST.
 - If the answer to the previous question was “yes”, complete the text box field with the following information:
 - Business name
 - Names and relationships of individual(s) with the Financial Interest
 - Any current and known business being conducted with UNT System and/or a component institution
 - If the answer to the previous question was “no”, enter “n/a” in the text box field.

Financial Interest Confirmation *
Do you have Financial Interest to disclose under this Regulation?

Yes
 No

Nature of Financial Interest *
Please provide relevant business names, names and relationship of individual(s) with the Financial Interest, and any current known business being conducted with the UNT System.

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

Send me a copy of my responses

Submit

Callout 2.1 points to the question: "Do you have Financial Interest to disclose under this Regulation?"

Callout 2.2 points to the "Nature of Financial Interest" section.

Callout 2.3 (optional) points to the checkbox "Send me a copy of my responses".

Callout 2.4 points to the "Submit" button.

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.