

Helpful hints for a Financial Interest Disclosure

(formerly Conflict of Interest Disclosure)

Original Date: Friday, June 14, 2024
Revision Date: Friday, February 18, 2025

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 Microsoft. This document outlines the steps for accessing The Financial Interest Disclosure form 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 Financial Interest Disclosure Form

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

Financial Interest Disclosure Form.' Below this, it says 'Instructions for using the online form are available here as a [Print Version Quick Reference Guide](#).' A large red arrow points from the left towards the text." data-bbox="174 657 824 843"/>

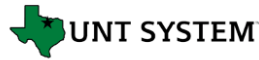
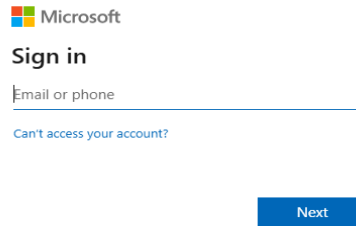
New Process



We have updated that process for how to submit a disclosure. You can submit the disclosure via the online [Financial Interest Disclosure Form](#).

Instructions for using the online form are available here as a [Print Version Quick Reference Guide](#) .

- A page will appear for first time users to Sign into Microsoft. (The step will automatically be skipped for users who are already signed in, move to step 4)



Sign in with your e-mail address

someone@example.com

Password

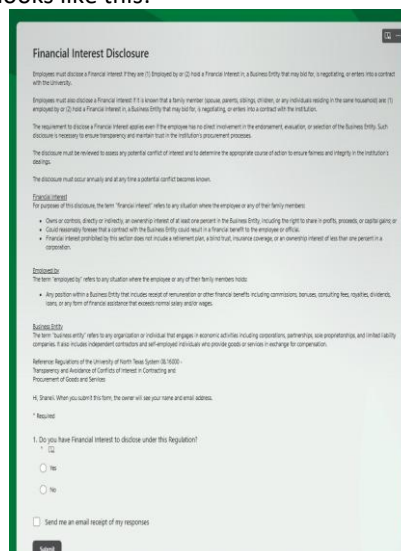
Keep me signed in

[Sign in](#)

If your workstation is configured for it, try [integrated authentication](#).

This system is the property of the University of North Texas System and your use of this resource constitutes an agreement to abide by relevant federal and state laws and institutional policies. Unauthorized use of this system is prohibited. Violations can result in penalties and criminal prosecution. Usage may be subject to security testing and monitoring. Users have no expectation of privacy except as otherwise provided by applicable privacy laws.

- Once successfully authenticated, you will be directed to the Financial Interest Disclosure form.
- The Financial Interest Disclosure Form looks like this:



6. Please read the form carefully and click the response that corresponds to your current financial disclosure status.
 - If you don't have a Conflict of Financial Interest to disclose, choose "No" and click complete.
 - If you would like to disclose a Conflict of Financial Interest, click "Yes" and move to the next section.

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

Completing the Financial Interest 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: [08.16000 Transparency and Avoidance of Conflicts of Interest in Contracting and Procurement of Goods and Services v.2](#)

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

1. Do you have Financial Interest to disclose under this Regulation?
* [🔒]

Yes

No

2. Name of Non-UNT Entity(s) * [🔒]

Enter your answer

3. Nature of Financial Interest
* [🔒]

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

Enter your answer

Send me an email receipt of my responses

Submit

Microsoft 365

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[Privacy and cookies](#) | [Terms of use](#)

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.