

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 <u>Financial Interest Disclosure</u> form link.



3. 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)

Microsoft
Sign in
Email or phone
Can't access your account?
Next
UNI SISIEM
Sign in with your e-mail address
someone@example.com
Password
C 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.

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

Financial Interest Disclosure
Employees must discuss a Frencial interest Phay ser (1) Employed by sr (2) hold a Francia Interest in a Business Entity that may bid for, is negotiating, or orders into a contract with the University.
Insident work also docore a France Interest FT is lower that a banky remoter spoule, garent, stilling, childrer, or any individuals insiding in the same lower out and the instruction of the instruction of the instruction.
The requirement to discose a France Hend aution even if the exploses has no direct involvment in the endowment, execution, or sendors of the Bashess Drifty, Such docume is reasoning to enure transporting and northin tract in the institution's processer of processes.
The disclosure must be involved to assess any potential conflict of interest and to determine the appropriate source of action to ensure formes and integrity in the institution's destrop:
The discourse must sour annually and at any time a potential carifict becomes known.
Exercise interest for concess of this device as the test "Science' interest" when the second se
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Indexed 20 The term tempore by refers to any structor where the employee or any of their being memores tools
 Any position within a Business Listly that includes accept of versumention or other finance benefits including commissions, boruses, consulting test, injustes, dividends, comp, or any form of financial assistance that exceeds normal salary and/or wages.
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Reference: Regulations of the University of North Texas System (0.15000 -
Transports and Audiance of Conflicts of Interest in Contracting and Procurement of Goods and Services
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1. Do you have Financial interest to disclose under this Regulation?
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Send me an email receipt of my responses

- 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: <u>08.16000 Transparency and Avoidance of Conflicts of Interest</u> in Contracting and Procurement of Goods and Services v.2

If you answered <u>NO</u> to question 2.1, skip to section 2.3 below. If you answered <u>YES</u> 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 * ा • Yes • No	a have Financial Interest to disclose under this Regulation?	
2. Name c	of Non-UNT Entity(s) *	
Enter	your answer	.2.1.1
3. Nature * C., Piease pr Financia the UNT	e of Financial Interest provide relevant names and relationship of individual(s) with the al Interest, and any current known business being conducted with T System.	
Enter	your answer	2.2.1.2
Send	d me an email receipt of my responses 2.3 (Optional)	
This content is form owner. N Microsoft Forn Privacy and co	soft 365 is created by the owner of the form. The data you submit will be sent to the form owner. Microsoft is not responsible for the privacy or security practices of its custon Never give out your password. rms [Al-Powered surveys, quizzes and polls <u>Create my own form</u> ookies] Terms of use	ners, including those of this

- 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: <u>conflictdisclosures@untsystem.edu</u>.
- For questions/assistance with the Financial Interest FORM, contact: jaggaeradmin@untsystem.edu.