Is the travel related to your institutional responsibilities (primary & secondary duties)?

- Yes, it’s a primary or secondary duty
  - Is the travel reimbursed or sponsored by one of the following:
    1. The University
    2. US Federal, state or Local Gov’t
    3. A US academic institution or research center
  - If yes, the travel is reimbursed or sponsored by another type of organization (i.e. non-profit, professional association, corporation, international)

- No, it’s an External Professional Activity For Pay (EPAP)
  - You do not have to complete a COI Travel Disclosure

Are you an investigator on a PHS* funded project?

- Yes
  - You do not have to complete a COI Travel Disclosure

- No
  - You have to disclose your travel in the Project Specific Disclosure for the PHS award or subaward

*Public Health Service (PHS) means the section of the U.S. Department of Health and Human Services, and any components of the PHS to which the authority of the PHS may be delegated. The components of the PHS include, but are not limited to, the Agency for Healthcare Research and Quality, Centers for Disease Control and Prevention, Food and Drug Administration, Health Resources and Services Administration, and the National Institutes of Health.