

Financial Disclosures & Outside Activities Requests

Caltech's Conflict of Interest Policy applies to all Caltech faculty, staff, postdoctoral scholars, and visiting associates and is an important part of your role in the Caltech community. In order to ensure compliance with Caltech's ethical standards as well as the laws, rules, and regulations that govern Institute activities, individuals are required to complete an annual Disclosure of Financial Interests and Commitments.

In addition to completing the annual Disclosure in June, changes or additions to the Disclosure are to be reported throughout the year. Changes need to be reported within 30 days of a new interest, outside activity, or change.

Please review the information and instructions below to access and submit your Disclosure.

To complete your Financial Disclosure, please follow these steps:

1. Log in to the Access.Caltech web page at <http://access.caltech.edu>
2. Under “Administrative Services”, select Disclosure of Financial Interests and Commitments.
3. In the Disclosure of Financial Interests and Commitments platform, select “Current Disclosure” and complete the questionnaire. Be sure to click on Submit when you have finished your disclosure.

If you experience issues logging in, please contact the IMSS Help Desk at 626-395-3500 or email help@caltech.edu.

For questions:

Please contact Employee and Organizational Development (EOD) in Human Resources:

- Phone: 626-395-6382
- Email: eod@caltech.edu

Thank you in advance for your commitment to maintain Caltech's high level of integrity.