



# Request for Approval of Outside Professional Work for Compensation (Form \_\_\_\_)

The \_\_\_\_\_ (title of university policy) requires faculty members, librarians, and all other academic personnel to obtain University approval before engaging in any activities for which they receive compensation *directly* from an outside source (i.e., the paycheck does not come from the university's account). Note that this does not include honoraria for certain academic or scholarly work for not-for-profit organizations, educational institutions, and governmental bodies. A full description of what constitutes outside professional work for compensation can be found in the Policy. Purely voluntary work for which no financial payment, property rights, or other tangible benefit of any sort will be received does not require approval.

Compliance with the Policy provides significant protection from potential complaints under the \_\_\_\_\_ (legislation/act where applicable).

## Instructions for Submitting the Request

1. Fill in the blanks below and sign the Request Form.
2. Send the Request Form to your department chair or program director for review and recommendation.
3. The department chair or program director will evaluate the Request Form, make a recommendation, and submit the Request Form and recommendation to the appropriate dean, chancellor, or vice provost, for further action. Under some circumstances, review by the Provost's Office may also be necessary.
4. In all cases, following review by the dean, chancellor or vice provost, forward the signed Form 1460 for final determination to:

## A. APPLICANT INFORMATION

Last Name		First Name		MI
<input type="text"/>		<input type="text"/>		<input type="text"/>
Employee ID	Email address		I am here on a visa: Yes <input type="checkbox"/>	
<input type="text"/>	<input type="text"/>		Visa type <input type="text"/>	
Department/Program		College/School		Campus
<input type="text"/>		<input type="text"/>		<input type="text"/>
Job Title	% FTE	Service Period ( 12 mo, 9 mo or other )		
<input type="text"/>	<input type="text"/>	<input type="text"/>		
Yes, I have read the policy within the past year. <input type="checkbox"/>				
<i>If not, please do so before continuing, since failure to comply with the Policy puts you at individual risk. The Policy contains specific exemptions, conditions, and limitations. Further information may be found at: _____</i>				

## B. OUTSIDE ORGANIZATION INFORMATION

Name of Organization   
*Please spell out the full name of the organization*

Contact at Organization      Name       Title   
    Email       Phone

**Deeper Involvement with the Organization**

Do you or any member of your immediate family, including any significant other:

1. Have ownership or other Significant Financial Interest with the outside Organization?

2. Have a management position?

3. Participate in day-to-day operations (e.g. as an employee)?

4. Have other significant or continuous involvement with the outside organization that is deeper than a usual consulting relationship?

For any indicated relationships, please describe the involvement:

## C. OUTSIDE ACTIVITY INFORMATION

Category of Activity *(check all that apply)*:

Professional/Private Practice (1)       Performing Arts (2)       Consultant (3)       Speaker (4)       Board Member (5)

Editor (6)       Expert Witness (7)       Professional/Cont. Education (8)       Scientific/Technical/Expert Advisor (9)

Reviewer of Research Proposals or Manuscripts for Publication (10)       Other (11): \_\_\_\_\_

Period of Work: The dates between which the work will be performed.

From (mm/dd/yyyy):       To (mm/dd/yyyy):       Number of days for activity

Describe the activities to be performed. Include the nature and scope of the activities and their relationship (or lack thereof) to your current employment:

5. Will other university employees or students be involved in this work?      yes       no

6. Are you receiving or do you anticipate receiving any university research funding from the organization?      yes       no

## D. UNIVERSITY RESOURCES & PROPRIETARY INFORMATION

yes  no  7. Is there a reasonable possibility that this work will result in the transfer or use of a patentable invention conceived or actually reduced to practice at the university? If yes, describe the invention:

yes  no  8. In this outside work, will you be participating in activities that are likely to result in patentable inventions? If yes, describe the activities:

yes  no  9. In this outside work, will this activity require that you conduct original research? If yes, please describe the nature of the research and why it is not being conducted through a sponsored research agreement at the university:

If the answer to questions 7, 8, or 9 is yes a Patent Assignment Agreement must be signed by you and on file with the University.

**NOTICE:** You should carefully review any agreements with the outside Organization to be certain any terms you agree to are consistent with your obligations as a university employee.

yes  no  10. I AGREE: university employees, including faculty members, librarians, and other academic personnel, may not use university supplies, equipment, or facilities for outside work *except* for limited uses in *approved* outside work. This Form is the means by which you may obtain approval of outside work, in part to authorize these limited uses. By checking "yes" you certify that you will make no more than these limited uses in any outside work approved under this form.

### Applicant Signature

In submitting this request, I certify that the Statements above are truthful to the best of my knowledge.

Applicant Signature

Date

### Department Chair/Dean Signatures

I am confident on the basis of the information provided that the proposed outside work:

- Will not interfere with the Applicant's primary obligations to the university
- Is not within, or a duplication of, the university duties of the Applicant or under the Applicant's supervision
- Does not fall within the scope of the Applicant's grant or contract funding at the university
- If it involves consulting with another state entity, \_\_\_\_\_ (legal guidance) have been followed
- If applicable, a deeper involvement review will be conducted and a conflict management plan will be prepared and implemented.

I  approve  do not approve this request

I  approve  do not approve this request

Chair Signature

Date

Dean Signature

Date

### Vice Provost's/Provost's Office Signatures

Acknowledgement of receipt of form, deeper review not required

Office of the Provost Signature

Date

### Evaluation of Request by the Provost or Designee

I  approve  do not approve this request

Requirements upon which Approval is Conditional (*if any*):

Provost or Designee Signature

Date

## ATTACHMENT A: PATENT ASSIGNMENT AGREEMENT

This Patent Assignment Agreement of the date below ("Agreement") ensures that the rights to inventions made at the university are protected from being transferred to outside parties in ways that could: (1) deprive the Applicant and the university of rights promised to each of them by the university's Patent, Invention, and Copyright Policy; and (2) subject the Applicant to claims of breach of contract or state ethics violations.

On this basis, the undersigned Applicant and the university hereby agree to the following:

**1 *Public Domain.*** The university agrees that the Applicant is free to place his or her inventions in the public domain by disclosing research results in publications, conferences, or other public fora; provided, however, that the Applicant has obtained the consent of the Principal Investigator and any co-creators on the research that led to the invention, and that such disclosure will not violate any other agreements, such as funding agreements or agreements within the university.

**2 *Inventions.*** The Applicant hereby assigns to the university all rights, title, and interest in every Patentable Invention conceived or actually reduced to practice in the course of the Applicant's university employment.

**3 *"Invention" and "Patentable Inventions" Defined.*** The term "Invention" shall have the meaning given to it in the university's Patent, Invention, and Copyright Policy. For purposes of this Agreement, the term "Patentable Invention" means only those Inventions that are patentable, i.e., meet the criteria for patentability under U.S. patent laws.

**4 *Failure of the university to Approve this Form.*** In the event that the university does not approve this Request for Approval of Outside Professional Work for Compensation, this Agreement shall have no effect and be considered null and void as if it had never been signed by the Applicant.

Click [HERE](#) (insert a link to an online e-signature portal) to sign the Patent Assignment Agreement

The Office of Research will be notified electronically when your agreement has been received so your Request for Approval of Outside Work can be processed.