



This PDF version of an Outside Activity Report is for prospective employees only. Prospective employees should use this form to get a determination whether any outside activities would result in a conflict of interest or conflict of commitment if hired by Florida Atlantic University.

Current employees must use Workday for reporting and approval purposes; the PDF form will not be accepted in lieu of a Workday submission.

Please submit the completed form to askhr@fau.edu and compliance@fau.edu

Outside Activity Report

Reports of outside activity are completed to comply with the [University's Policy on Conflicts of Interest, Conflicts of Commitment and Outside Activity](#).

A report must be submitted for all FAU employees with at least a .50 appointment other than student employees, OPS employees and graduate teaching assistants, as well as any FAU employee engaged in the design, conduct, or reporting of research regardless of full-time or part-time status. The report must be approved prior to beginning any outside activities and on an annual basis thereafter on or before September 30 for any activity continuing beyond June 30 of the prior fiscal year. **An annual report for each fiscal year must be submitted even if the employee has no outside activity to report for that year.**

Outside activity is any practice, consulting, employment, teaching, research, speaking engagements, or business (including managerial interests or positions or service on boards or commissions), or other activity, compensated or uncompensated, which is not a part of the employee's assigned duties and for which the University provides no compensation. Outside activities generally do not include participation in political, religious, social, fraternal, recreational or personal educational activities, unless the activity requires the provision of professional or board services, the activity is performed for compensation other than the reimbursement of expenses, or the activity otherwise creates a material conflict of interest or commitment.

A separate report must be filed for each outside activity. If several activities are engaged in with a single outside entity or organization, these can be included in a single outside activity report.

This report includes any financial interests, or financial or managerial interests of your spouse and children and managerial interests of other relatives, if: (i) there is a contemplated business relationship with the University or its direct-support organizations, (ii) there is a relationship of such interest with your University responsibilities, or (iii) you are engaged in the design, conduct and reporting of research and hold financial interests with a foreign entity.

Reports should include both domestic and foreign activities and interests held during periods of non-appointment or leave.

If you have any questions on the Workday process, please refer to the job aid. If you have any questions about the disclosure process, please visit the [FAU Conflict of Interest Webpage](#) or the [Report of Outside Activity FAQs](#).

Employee Title (Required): _____

Division Name (Required): _____

Department/Unit Name (Required): _____

Fiscal Year: In Florida, a fiscal year is from July 1 to June 30 of the following year. For example, if your outside activity is between 7/1/2026 and 6/30/2027, please write "FY26-27". (Required): _____

Do you have an outside activity or financial interest to report?

If you respond YES, proceed to the remaining REQUIRED questions.

If you respond NO, you are certifying that you have no outside activity or interest to report. You understand that you have a continuing obligation to complete a new report should the status of this certification change. If you respond NO, SKIP THE REMAINING QUESTIONS and SUBMIT THE FORM.

☐ Yes

☐ No (skip remaining questions and submit the form)

THE FOLLOWING SERIES OF QUESTIONS ARE TO BE ANSWERED ONLY IF YOU HAVE OUTSIDE ACTIVITY TO REPORT. THEY ARE ALL MANDATORY.

Do your responsibilities at Florida Atlantic University include the design, conduct, or reporting of research? (Required)

☐ Yes

☐ No

PROPOSED OUTSIDE ACTIVITY OR FINANCIAL INTEREST:

Name of Business, Employer, Organization, or Client (Required):

Location of the Outside Activity (City, State, Country) (Required):

Are you exclusively participating remotely in this outside activity? (Required)

☐ Yes

☐ No

Start Date or Anticipated Start Date of Outside Activity (MM/DD/YYYY) (Required):

Is there an anticipated end date? (Required)

☐ Yes

☐ No

Describe the time commitment for this activity. If this is a recurring commitment, describe the hours per week you commit to this outside activity. If this is a one-time activity, please describe the amount of time you will spend.

Be as descriptive as possible to ensure the university officials understand your time commitment to the outside activity. (Required):

Description of Outside Activity / Financial Interest - Explain in detail including:

Describe what your outside activity does and what is your role with that particular outside activity. (Required)

Additional Details

Include additional details such as attachments to your submission

(Optional): _____

Are FAU students and/or employees involved?

☐ Yes

☐ No

Please list those students or employees and your position in relation to them. Type N/A next to the name of any person for whom you are not a faculty advisor or supervisor:

Will University equipment, facilities, assets, or services be used in the course of this activity? (Required)

☐ Yes

☐ No

An employee who engages in outside activities cannot normally expect to use University equipment, facilities and/or services. The use of these resources will be allowed only on a non-interference basis to the extent that: (1) no more than normal depreciation of equipment is experienced; (2) the use of facilities and/or services will not result in added

expense to the University and/or interfere with University use; and (3) the use is otherwise available to others on the same terms and conditions. There may be applicable charges.

Provide specific details below for all University equipment, facilities and services (and contemplated charges) anticipated to be used in the course of the outside activity:
(Required)

Is your outside activity with any foreign country of concern, with an entity based in a foreign country of concern, or otherwise controlled by a foreign country of concern?
(Required)

In accordance with Florida law, a foreign country of concern is defined as the People's Republic of China (including Hong Kong and Macau), the Russian Federation, the Islamic Republic of Iran, the Democratic People's Republic of Korea, the Republic of Cuba, the Venezuelan regime of Nicholas Maduro, or the Syrian Arab Republic.

☐ Yes

☐ No

Does the entity associated with your outside activity do business with or propose to do business with the University or any of its direct-support organizations? (Required)

☐ Yes

☐ No

Please describe the current or proposed business relationship with the University or its direct-support organizations and disclose any financial or managerial interests in the entity by yourself, your spouse, your children or other relatives. (Required)

Certification

I understand that if my activity will occur during my work day (for Staff), or classes will be missed (for Faculty), a leave request or a Faculty Absence Notification/Leave Report form must be submitted.

I hereby certify that the outside activity reported here does not constitute a conflict of interest under Chapter 112, Florida Statutes, and will not interfere with my assigned duties and responsibilities at Florida Atlantic University. I have a continuing obligation to complete a new report if there are any changes to the activity described in this report.
(Required)

☐ I agree