FLORIDA ATLANTIC UNIVERSITY
OUTSIDE ACTIVITY REPORT (ACTIVITY TO 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 and 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 about the disclosure process, please visit the FAU Conflict of Interest Webpage or the Report of Outside Activity FAQs.

Please complete the form below.

Florida Atlantic University
OUTSIDE ACTIVITY REPORT FORM

Employee Name:			
Department Name:		**Fiscal Year:**	

Proposed Outside Activity/Financial Interest: *(Name of Entity/Client/Publisher/Other)*

Location: *(City/State/Country)*	

Anticipated Start Date of Outside Activity:	
Anticipated End Date of Outside Activity:	
Average # of Hours per Week: *(If not applicable, enter N/A)*	

Description/Nature of Outside Activity/Financial Interest. Explain in detail: **a. Type of Business Structure (a corporation, partnership, LLC, individual, etc.) or Financial Interest** **b. Clients/Prospective Clients** **c. Nature of activity of financial interest**

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Are FAU students and/or employees involved in the outside activity?

☐ Yes
☐ No

If yes, 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.

Total hours per week for ALL outside activities submitted for this reporting period:	

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

☐ Yes
☐ No

If yes, 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: *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.*

If your activity will occur during your work day (for Staff), or classes will be missed (for Faculty), has a leave request or a Faculty Absence Notification/Leave Report form been submitted?

☐ Yes
☐ No
☐ N/A

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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?

☐ Yes
☐ No

If yes, 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.

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.

☐ I agree

_____ _____

Signature Date