Prior Approval of Outside Activity for FACULTY  
(as defined in T96-047, rev. 2/7/01)

This form is used to report and describe activities conducted outside the scope of your faculty duties and for which you may receive additional compensation. Provide sufficient information to describe the activity. Submit completed form to [OutsideActivityDisclosures@uml.edu](mailto:OutsideActivityDisclosures@uml.edu). You may be contacted for more information to determine potential for conflicts of interest. Many activities reported do support UMass Lowell professional services and are not prohibited but are required to be disclosed and evaluated for any conflicts of interest. Disclosures are confidential. For assistance, contact Elaine Major, Director of Institutional Compliance, at 978-934-3452.

1) Printed Name of faculty disclosing activity:       Department:

2) Describe the financial interest:

3) General Category to Describe Activity:

Consulting  Textbook/Software sales (file Textbook Disclosure Form)  Teaching for Other Institutions

Advisory Boards/Review Panels  Professional Certification/Licensure

Other, explain:

4) Are you compensated in any way for this activity?  Yes or  No

If yes, indicate details about compensation. (For example, indicate if reimbursed for travel to professional meeting(s), provided honorarium for speaking, or paid as a consultant.)

Explain:

5) Details about the activity

a. Name of the outside company, entity or organization involved:

b. Type of work conducted for the other entity:

c. Are students that you advise or supervise affected in any way?  Yes or  No

6) Estimated time, duration, and frequency for the outside activity:

For activity while on contract (fill in hours as applicable):      hours/week Day  Weekends/ evenings

Duration and Frequency:       hours/month      hours/year  Long-term activity  One-time activity

Other, describe:

For activity while off contract, describe briefly:

6) Are any UMass Lowell resources used (UML phone, computer, email, equipment, etc.)?

Yes or  No

If yes, refer to <https://malegislature.gov/Laws/GeneralLaws/PartIV/TitleI/Chapter268A>

Faculty Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_ OR check below This form has been submitted electronically from my email account. Date:

**Send completed form to** [**OutsideActivityDisclosures@uml.edu**](mailto:OutsideActivityDisclosures@uml.edu)**!**

**Review and Approval Section:**

|  |  |
| --- | --- |
| OIC: | Potential Conflict of Interest?  Yes or  No  If yes, date scheduled for Conflict Comm. Review:  Recommend for Approval?  Yes or  No Date: |
| Dept. Chair, Name: | Approved?  Yes or  No Date: |
| Dean of College, Name: | Approved?  Yes or  No Date: |

(Dean, please send back to [OutsideActivityDisclosures@uml.edu](mailto:OutsideActivityDisclosures@uml.edu). OIC will notify faculty of authorization.)

Outside Activity Disclosure Process Description

**New Activities**

* Prior to the start of any NEW activity or for a significant change in a previously reported activity, faculty submit the form to [OutsideActivityDisclosures@uml.edu](mailto:OutsideActivityDisclosures@uml.edu) or Office of Institutional Compliance (OIC).
* OIC evaluates the information, contacts the faculty for additional details as necessary and then documents and evaluates the disclosure, makes a recommendation to approve, and then notifies the Dept. Chair and Dean of the activity for final approval.
* For potential conflicts, OIC notifies the Vice Chancellor for Research and Innovation (VCRI) and the case will be brought to the Conflicts Committee for review. Additional information may be needed from the faculty to prepare a statement for Conflicts Committee review. The campus committee is scheduled to meet monthly.

**Updates to Previously Disclosed Activities**

* Use the same form to update and verify any ongoing or previously approved outside activities.

**Management of Potential Conflicts**

* If it is determined that you may be conflicted, the Director of Institutional Compliance will work with you to gather the facts in order to present the case to the UMass Lowell Conflicts Committee for review and a suggested management plan.
* The VCRI oversees the UMass Lowell Conflicts Committee and represents the campus, with an appointed faculty member, on the system-wide committee.
* The Campus Conflicts Committee reviews and recommends a proposed management plan that is submitted to the System-wide Conflicts Committee for a final management plan.
* The System-wide Conflicts Committee sends a letter to the faculty/employee for their signature and agreement to the plan.
* If applicable, the Director of OIC and/or a campus oversight committee is assigned to assist in oversight of the management plan.