Outside Activity Disclosure Form

for UMass Lowell STAFF/ADMINISTRATORS

Submit NEW Disclosures for approval PRIOR\* to Engaging in the Activity

*Note: Submit updates for existing disclosures by May 31 annually*

1) Printed Name of person disclosing activity:       Department:

 Date submitted:       Phone No.:

2) Describe the financial interest (disclose if you are paid, receive anything for the activity, or if a family member or partner has a financial interest in the matter):

3) Check the General Category to Describe Activity and Date Proposed Activity Begins:

 [ ]  Consulting [ ]  Work for Another Institution/Company [ ]  Advisory Boards/Review Panels

 [ ]  Professional Certification/Licensure [ ]  Financial Interest in a Particular Matter [ ]  Coaching

 [ ]  Other, explain:

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

If yes, provide details about the compensation and what you are being paid for:

5) Details about the activity

a. Name of the company, entity or organization you are working for:

b. Type of work conducted for the other organization:

c. Particular matter that involves a financial interest or conflict:

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

a. Time when activity occurs: [ ]  Monday through Friday during the Day [ ]  Weekends/ evenings

 b. If during the work day, will you be using paid leave during the duration of the activity? [ ]  Yes or [ ]  No

 Explain if no:

c. Duration:      hours/week       hours/month      hours/year

 d. Frequency expected: [ ]  Long-term activity [ ]  One-time activity Other, describe:

 e. Normal UML Work Hours (check one): [ ] 37.5 hours/week, M-F [ ]  40 hours/week, M-F

 or [ ]  Variable schedule, describe:

7) Are any UMass Lowell resources used (UML phone, computer, email, equipment, facilities, etc.)? [ ]  Yes or [ ]  No

 a. Describe specifically what resources are used:

 b. Is this use in accord with contract stipulations? [ ] Yes or [ ] No

 c. Check here if you are charged a Fee for use of facilities [ ]

8) Name of your direct supervisor:

9) UMass Lowell Employee Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ OR Check [ ]  to submit from your email account.

**Send completed form to** OutsideActivityDisclosures@uml.edu

**Review and Approval Section:**

|  |  |
| --- | --- |
| OIC:  | Potential Conflict of Interest? [ ]  Yes or [ ]  No Recommend for Approval? [ ]  Yes or [ ]  No Date:  |
| Supervisor, Name:        | Approved? [ ]  Yes or [ ]  No Date:  |
| Senior Cabinet Member Name: | Approved? [ ]  Yes or [ ]  No Date:  |

\*Submit as early as is practicable but not later than 30 days prior to beginning of the activity.

Outside Activity Disclosure Process Description

(All Information Disclosed is CONFIDENTIAL)

1. All persons receiving funds or payments for work done outside of UMass Lowell or who may have a financial conflict of interest due to their own or a family member’s activities should file a disclosure form to be in compliance with State Ethics laws. For more information, go to <https://malegislature.gov/Laws/GeneralLaws/PartIV/TitleI/Chapter268A>
2. The disclosure form is online at [www.uml.edu/Research/OIC](http://www.uml.edu/Research/OIC) under Conflicts of Interest, Forms. There are separate forms for Faculty and Staff/Administrators.
3. The disclosure form needs to be submitted and approved PRIOR to the start of the activity. Please submit as early as practicable but not later than 30 days prior to beginning of the activity. Submit it by email (check the box to send it from your own email and you do not need to sign it. Send it as an attachment to: outsideactivitydisclosures@uml.edu.
4. The Office of Institutional Compliance (OIC) receives and evaluates the disclosure and will contact you for additional details as needed. If there is a potential COI, the disclosure and additional details will likely be submitted for Conflicts Committee review and consideration and may require a management plan.
5. After OIC review, it is forwarded to your appointing authority ((Supervisor and Senior Cabinet Member for Staff/Administrators or Chair and Dean for Faculty) for his/her approval also.
6. Once the approving authorities approve the activity, OIC forwards the final approved copy to the individual and copies all approving authorities for their records.
7. If the disclosure requires Conflicts Committee review, the activity should NOT be initiated until authorized. This review may take several months, depending upon the nature of the conflict. In some cases, a management plan may be required and those cases are forwarded to the UMass President’s Office Conflicts Committee.
8. Please remember to update your activity/disclosure annually.