

UNLV OUTSIDE ACTIVITY REQUEST FORM

University employees may engage in outside professional or scholarly activities as long as the performance of such activities does not interfere with the individual's obligation to the University and complies with the Board of Regents' Handbook, Title 4, Chapter 3, Section 9.

Per the [UNLV Conflict of Interest/Compensated Outside Services Policy](#), "all faculty and professional staff must identify all potential conflicts of interest and all compensated outside service".

First Name: _____

Last Name: _____

Department: _____

College: _____

Federal Funding

Are you a PI or co-PI on any federally-funded project? _____

Outside Entity Information

Name of the entity (company, client, organization, etc.)

Entity mailing address

Entity phone number (10-digit number, include country/city code if required)

Describe the nature of the work to be performed.

How would you describe this entity?

- Academic** Any enterprise in which professional employees would be considered faculty members or the equivalent. This would include an educational institution such as a school, training facility, college or university or a cultural institution engaged in research such as an institute, library, museum or think tank. Academic entities may be public or private, for-profit or not-for-profit.
- Business** Any for-profit or not-for-profit enterprise which markets a product or service, with the exception of academic entities as defined above. Government contractors are considered business entities.
- Government** Any public agency or body with authority to make or enforce rules, regulations, laws or orders. Government entities may be federal, state, regional (inter-state), local (including county, municipal or special districts), foreign or international.
- Other**

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Describe the time commitment involved; include an estimate of the total hours or days expected to perform the activity.

When will this work be performed? Please state specific day(s), hour(s) of the day and duration.

NOTE: . If taken during the faculty member's standard work week, such service shall occupy no more than one day's equivalent time per work week (20%) for full-time faculty members. Faculty members on 12-month contracts (including administrative faculty/professional staff) must take annual leave if providing outside professional or scholarly service during the standard work week.

Start Date: _____ End Date: _____

Explain the relationship of this interest to your University responsibilities, including why this relationship will or will not affect your institutional responsibilities.

Is the work to be performed for this outside entity related to research for which you as a faculty member are also conducting on a separate University grant or contract? Yes No

Research-related: An outside activity or a potential conflict of interest is considered research-related if the outside work is directly related to research for which a faculty member has a grant or contract administered through the university. Outside service arising from the standard responsibility of faculty members' to perform research as part of job duties, but for which no contract or grant has been awarded to the university, is not considered a research-related service or conflict of interest.

Is this entity engaged in current or prospective sponsored research for which you are an investigator? Yes No

Do you intend to perform research at the University on behalf of the above-named external entity? Yes No

Is the entity a vendor or otherwise a party to any contract with the Board of Regents of the Nevada System of Higher Education (NSHE) on behalf of UNLV or other NSHE institutions? Yes No

Will this outside activity require the use of University equipment, services or facilities?
NOTE: If yes, seek guidance from your dean. Yes No

Are you consulting for an entity owned by a University employee? Yes No

Have you informed the above-named outside entity, in writing, that you are acting as your own agent and not as an agent of the University and that the University is in no way involved in this activity or responsible for its conduct? Yes No

Do you plan to use students or University employees in the conduct of these outside activities? Yes No

Are you required to assign any intellectual property rights to the outside entity? Yes No

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Please explain any "Yes" responses to the questions above.

Employee / Faculty Acknowledgement

By signing this form, I affirm the activity requested is in compliance with the [UNLV Conflict of Interest/Compensated Outside Services Policy](#) and the statements made in this request are accurate.

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Supervisor / Department Chair:

The supervisor is the University official designated by the Executive Vice President and Provost to review SPOCS / COI approvals/ disclosures for academic and administrative faculty in a given unit.

For faculty in academic departments or schools, the Supervisor is the department chair or school director, and these Supervisors are expected to review SPOCS/COI approvals/ disclosures for their faculty members directly.

For academic and administrative faculty in a college but not a department or school, the Supervisor is the dean, and deans may delegate this authority to an associate dean in the college or school.

For academic or administrative faculty in an area under the Provost outside a college, the Supervisor is the relevant Vice Provost (for Academic Resources and Decision Support, this is the Vice Provost for Faculty, Policy and Research).

For academic or administrative faculty in support divisions, this is the relevant Vice President (or the General Counsel), and these Supervisors may delegate this authority one reporting level down, to an associate vice president or comparably ranked official.

For all vice presidents, deans and vice provosts, the Supervisor is the EVPP. For the EVPP, the Supervisor is the President. For the President, as per NSHE Code 4.3.8, the supervisor is the Chancellor.

In all cases, the relevant dean or vice president is responsible, under NSHE Code 4.3.9, to maintain requests, approvals and disclosures as confidential documents and part of the personnel dossier.

- Approved
- Denied
- Approved with modification (continue to next page)

Supervisor / Department Chair Signature:

Unit Head /Dean:

- Approved
- Denied

Unit Head / Dean Signature:

Office of Research Integrity:

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- Approved
- Denied

ORI Officer Signature:

Vice President for Research & Economic Development

- Approved
- Denied.

Vice President for Research Signature:
