

Annual Disclosure of and Prior Approval Request for Proposed Non-University Activities & Financial Interests

<input type="checkbox"/> Annual Disclosure Statement for FY:	OR	<input type="checkbox"/> Revision/Update of Approved Disclosure Statement for FY:
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Employee Name: Employee AIS #: Position Title: University Email: Contact Telephone:	Department/School/Unit: College/Division: Vice Chancellor Area:
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SECTION I. Conflict of Interest and Commitment Disclosure

Check all below which applies to the proposed non-University activity. Then, complete Sections II and III. A **separate** disclosure form is required for each activity. This form is for Conflict of Interest and Commitment only. For Export Controls or other reviews, a separate approval may be required.

The proposed non-University activity or financial interest is (*check all that apply*):

- Teaching/Instruction:** You are a paid instructor for credit-bearing college/university course(s) at an institution other than SIU Carbondale.
- Research/Extension:** You have a non-University financial interest or a fiduciary role with a sponsor of your research; a research sub-recipient; or with an outside entity, organization, or individual related to your University responsibilities.
- Business with the University:** You or a member of your immediate family have a non-University financial interest or a fiduciary role with an outside entity or organization that does business with the University.
- Other commitment, activity, or financial interest:** You have a non-University commitment, activity, or financial interest not included above.

SECTION II. Explanation/Description of Proposed Non-University Activity

Complete the information below as appropriate for the proposed non-University activity.

Name and address of outside entity, organization, or individual:

Does the proposed non-University activity involve any University intellectual property? Yes* No
**If yes, provide explanation below in description section.*

Does the proposed non-University activity involve any University employees, students, or volunteers? Yes* No Maybe*
**If yes or maybe, provide explanation below in description section.*

Does the proposed non-University activity interfere with your University assigned duties? Yes* No
If yes, provide explanation:

Estimated dates of the proposed non-University activity during fiscal year (dates must be between July 1-June 30):
Estimated beginning date (mm/dd/yy): ____/____/____ **Estimated end date (mm/dd/yy):** ____/____/____
Note: If the non-University activity crosses fiscal years, you must annually obtain prior approval on a disclosure form for the time involved during each fiscal year, and a report is required annually for each approved disclosure form.

Briefly describe your role, responsibilities, and duties in the proposed non-University activity (*attach a separate sheet of paper to explain if more space is needed*):

SECTION III. Affirmation

After reading and placing a checkmark (✓) beside each affirmation below regarding this proposed non-University activity, the employee signs and dates Section III.

- I have read and understand the University policy on conflicts of interest and commitment, and the information provided in this disclosure is accurate and complete to the best of my knowledge.
- No University resources will be used in my non-University activity, and I will not conduct any tasks related to my non-University activity while on duty for my position at SIU Carbondale.
- I agree to ensure that any students or other employees involved in this non-University activity are fully aware of the circumstances, University policies regarding these activities, and the management mechanisms implemented by the employee and University.
- I agree to comply with any conditions or restrictions imposed by the University to manage, reduce, or eliminate actual or perceived conflicts of interest or commitment.
- I understand that if this activity involved an individual, entity, government, or institution in or for a foreign country that I am required to obtain export control approval.

Employee Signature: _____

Date: _____

SECTION IV. Administrative Review and Approval

After reviewing proposed non-University activity presented in Sections I-III, the department/school Chair/Director completes Section IV below; then forwards to Dean or equivalent.

Conflict of Interest/Conflict of Commitment Review (check one):

- No conflict of interest or commitment apparent for this proposed non-University activity
- A conflict of interest or commitment may exist which warrants further review (see attached)
- A conflict of interest or commitment exists (see attached)

Chair/Director

Dean/Equivalent

Proposed Non-University Activity Approval Recommendation (check one):

- Recommend proposed non-University activity be approved as presented
- Recommend proposed non-University activity be approved with modification (suggested corrective actions/management plan attached)
- Recommend proposed non-University activity not be approved

Chair/Director

Dean/Equivalent

Printed Name of Chair or Director

Signature of Chair or Director

Date

Printed Name of Dean or Equivalent

Signature of Dean or Equivalent

Date

Once signed, please forward to Labor and Employee Relations.

SECTION V. Annual Report

After below section is completed and signed, submit form to Labor and Employee Relations no later than August 31.

1. I certify that I did not engage in any non-University activities except those described in Sections I and II.
2. Total amount of time (in days) spent on the activity for the reporting period: _____
3. The non-University income-producing employment or activities did / did not involve SIUC faculty/staff or students.
4. The non-University income-producing employment or activities did / did not involve intellectual property covered under the SIUC Policy on Patents and Copyrights.
5. I affirm that I complied with the management plan, if any, in place for this non-University activity.

My signature affirms my compliance with the University Policy on Conflict of Interest: Non-University Activities and Financial Interests, and the completeness and accuracy of this Annual Report. I have complied with any conditions or restrictions imposed by the University to manage, reduce, or eliminate conflicts of interest.

Signature of Employee

Date

Signature of Dean or Equivalent

Date