



Reporting Period July 20__ - June 20__

This form must be completed by all employees. Employees may engage in outside activities which provide services to the community separate from University commitment. **Activities that may conflict with University employment must be disclosed as provided below.** This reporting provision applies to all current faculty and staff. Administration is responsible for reviewing each disclosure to determine if the activity constitutes a conflict of interest, or if there are conditions necessary to manage, reduce or eliminate the conflicts or potential conflicts. In the event the proposed outside activity is determined to constitute a conflict of interest, and the employee disagrees with that determination, the employee may have the matter reviewed by the Office of Human Resources. An employee's failure to report outside activities and conflicts of interest may be grounds for disciplinary action from warning to separation.

You must report all compensated and uncompensated activities which you should reasonably conclude may create an actual or apparent conflict of interest, including a conflict of time commitment. You must report outside activities and conflicts of interest prior to engaging in the activity

"You" is defined as the employee or an immediate family member which includes an employee's spouse, domestic partner, or reciprocal beneficiary, and dependent children.

"Entity" signifies any corporation, partnership, sole proprietorship, firm, franchise, association, organization, holding company, joint stock company, receivership, business, real estate trust, or any other legal body organized for profit or nonprofit purposes.

Disclosures must be provided:

- 1. Annually by the beginning of the new fiscal year (i.e., July 1);**
- 2. Immediately when a new relationship or financial interest arises;**
- 3. When a previous disclosure or conflict status is modified;**
- 4. Within 30 days of new hire or appointment;**
- 5. That exist at the time of filing;**
- 6. That existed during the previous 12 months;**
- 7. For interests of the employee and employee's immediate family; or**
- 8. Upon request by administration.**

Date: _____ **Name:** _____

Title: _____ **Department:** _____

Affirmation

By signing this form, I certify the information provided herein is an accurate and complete statement of my outside interests and activities. Further, I understand that my engaging in a non-university activity must not create a conflict of interest or interfere with the full and faithful performance of my University professional responsibilities or other University obligations. I also understand that I have a continuing obligation to disclose any change(s) to my significant financial interests and other conflicts that may arise after submission of this form.

Employee's Signature _____

Date _____



PART I

QUESTIONS	YES	NO
Ownership Interests - Do you own or control any equity interest (e.g., stock, stock options) in any entity that could appear to be related to your institution responsibilities?		
Offices and Positions - Are you a director, board member, officer, trustee, partner, employee, agent, or hold any other position for an entity outside of Florida Memorial University that could appear to be related to your institutional responsibilities?		
Remunerative Activities - Do you receive income or compensation for services (e.g., fees, honoraria, loans, gifts, royalties, cash or in-kind compensation) that could appear to be related to your institutional responsibilities from any entity outside the University that does business or competes with the University?		
Publications/Creations - Do you require or recommend the purchase and use of books, supplies, equipment, or other instructional resources created or published by you or by an entity in which you have a financial interest?		
Outside Employment - Do you have any external employment, whether compensated or not?		
Are employed at another school, college, or university, whether in a teaching or support role?		
Supervisory Roles - Do you have any outside activities in which you directly or indirectly supervise a student or other employee with whom you also have a supervisory relationship at the University?		
Sponsored Travel - Have you or any members of your immediate family received reimbursement or sponsorship for travel related to your institutional responsibilities?		
Public Office - Are you now, or do you intend to run for public office this year?		
Grants - Do you engage in outside activities and financial interests required to be reported under federal contract and grant regulations?		
Social Media - Do you engage in social media activities which may conflict with University employment?		
Continuing/Recurring Conflict - Do you engage in any employment, contractual relationship, or have financial interests which might create a continuing or recurring conflict between your private interests and the performance your public responsibilities and obligations here at the University, including time commitments? This includes any outside activity in which you are required to waive rights to intellectual property.		
Other Transactions or Disclosures - Do you have an interest in any contract, sale, or other transaction to which Florida Memorial University is a party, or are there other situations, not listed on this form, that you believe may create a conflict of interest or commitment?		



PART II

Please provide the requested information on each activity or financial interest performed/proposed during your employment with Florida Memorial University. Please use additional report forms if necessary.

a. Name of employing or contracting institution, entity or person:

b. Nature of activity or financial interest (description of equity interest or intellectual property):

c. If consulting or own company, furnish names of clients providing compensation:

d. List any of the outside entities identified in (a) or (c) above that do business with FMU:

e. List anticipated dates and times of activity. List location (if outside of Miami-Dade, Broward, and Monroe counties):

f. Estimated number of total hours per week and number of weeks:

g. Are FMU employees and/or students involved? ____No ____Yes If yes, please explain.

h. Will there be more than incidental use of University equipment, facilities or services? ____No ____Yes
(If yes, please attach **FMU Form for Request to Use Equipment/Facilities.**)

i. Are you required, as a condition of the employment/activity, to waive any rights you might have to intellectual property you develop, including patent rights? ____No ____Yes
(If yes, the Provost must review and act on the employment/activity.)