



## INSTRUCTIONS FOR COMPLETING OUTSIDE ACTIVITIES AND FINANCIAL INTEREST REPORT FORM

### General Remarks

Florida International University employees may engage in outside activities which provide service to the community and increase professional reputation and income. The administration is responsible for reviewing the outside activity and determine if there are any potential conflicts before the activity may be permitted.

An annual report should be submitted at the beginning of each fiscal year. A supplemental report should be submitted at such time as there is a significant change in an activity (nature, extent, etc.); or when a new outside activity is undertaken. These reporting provisions shall apply to activities performed while an employee is in pay status, or is on a compensated leave, but shall not apply to activities performed wholly during a period in which the employee has no appointment with the State University System. The employee should still be aware of the conflict of interest considerations that may arise from the latter activities.

An employee's failure to report outside activities and financial interests under the University's Rule 6C-5.945, F.A.C., or to follow any conditions imposed pursuant to the University's approval of such activities or interests may be grounds for disciplinary action up to and including dismissal. If an activity or interest has not been properly disclosed, the employee may be required to disclose the activity or interest in all subsequent presentations of research results.

### Reporting Requirements

1. The following outside activities and financial interests must be reported and approved, prior to engaging in the activity:

- C Outside activities in which there is more than an incidental use of University facilities, equipment, and/or services.
- C Outside activities in which a University student or other University employee is directly or indirectly supervised by the employee, if the employee in any way supervises or evaluates the student or other employee at the University.
- C Management, employment, consulting, and contractual activities with, or ownership interests in, a business entity which does business with the University. In the case of material financial and managerial interests, the information required extends to the spouse and children of the employee, and for managerial interests, to relatives.
- C Management, employment, consulting, and other contractual activities with, or ownership interests in, a business entity which competes with the University.
- C Candidacy for public office.
- C Required use of supplies, equipment, books, or other instructional resources at Florida International University when they are created or published by the employee or by an entity in which the employee has a financial interest.
- C Professional compensated activities, including teaching at another institution.
- C Business activities, including service on the board of directors or other managerial interests or position, which regard to a business entity in the same discipline or field in which the faculty or staff member is employed.
- C Any employment, contractual relationship, or financial interests of the employee which may create a continuing or recurring conflict between the employee's interests and the performance of the employee's public responsibilities and obligations, including time commitments. This includes any outside activity in which the employee is required to waive rights to intellectual property.
- C Outside activities and financial interests required to be reported under federal contract and grants regulations. Such reports may also need to be made at the time of the submission of the proposal.

2. If not otherwise required to be reported as stated above, the following activities must be reported and approved as soon as practicable: activities which the employee should reasonably conclude may create an actual or apparent conflict of interest, including a conflict of time commitments.

**Affirmation:** The signature on the Outside Activity and Financial Interest Report affirms an understanding of compliance with the University's policy on outside activities and financial interest as well as the completeness and accuracy of the responses. Information on the University's guidelines and procedures on outside activities and conflict of interest may be obtained from your administrative unit.

**Please see reverse side for the form required to report these activities**