

REQUEST FOR APPROVAL TO ENGAGE IN EXTERNAL ACTIVITY

All full time University employees are expected to devote their primary professional loyalty, time, and energy to the educational, research, and scholarship programs of the University. Employees are encouraged to participate in professional activities (e.g. consulting, teaching, speaking, participating in business or service enterprise) that do not interfere with the regular and punctual discharge of official duties.

The specific responsibilities and professional activities that constitute an appropriate commitment will differ across Colleges/Schools and departments, but they should be based on a general understanding between the employee and his or her supervisor. Pursuant to University and Board of Regents policies, a full time University employee must submit this completed form to his or her supervisor and receive advance written approval (as evidenced by the supervisor's signature on this form) before engaging in external activities.

Form Guidelines:

1. A form must be completed for **each** separate activity.
2. Where approval relates to an activity that spans **more than twelve months**, the employee must again request approval at the beginning of each succeeding academic year applicable to the time period of the outside activity.
3. When the nature of an approved outside activity or the time committed to it changes significantly, subsequent to approval, an amended outside activity form must be filed.
4. A form is not required to be filed for activities undertaken by a faculty member employed on an academic year contract for activities which begin after the end of spring semester and are completed before the beginning of the succeeding fall semester, unless that faculty member is employed to teach one or more courses at the University during that summer semester.
5. When an employee undertakes appropriate outside activity, the following conditions are expected to be observed as part of the employee's University obligations:
 - a. All outside activities must comply with University and Board of Regents policies regarding outside activities.
 - b. Contracts entered into by individual for outside activities should not conflict with University or Board of Regents policies and in the event of a conflict, University and Board of Regents policies should take precedence.
 - c. Established policies and procedures to identify and gain prior approval to undertake any outside activity must be followed.
 - d. Engage only in outside activities that are in keeping with the employee's position, that reflect positively on the department or academic unit and the University, and that do not compete directly with previously established activities associated with the University.
 - e. Do not use the University position to actively promote consulting or other outside activities for compensation.
 - f. Do not use University resources (space, equipment, personnel, funding, or other University property) for outside activities, except where explicit permission has been obtained and appropriate arrangements for reimbursement have been established.
 - g. Be prepared to account for the actual amount of time devoted to approved outside activities and their appropriateness.
 - h. Following approval, individuals engaged in research activities should consider whether the outside activity creates a potential conflict or significant financial interest that should be

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disclosed to the Office of Research Integrity for review -

<https://ursa.research.gsu.edu/rcr/#overview>.

6. Other points to consider for individuals engaged in research activities at GSU:
 - a. Any services or responsibilities performed as part of an outside activity should be separate and distinct from any research activities performed by that employee for GSU. Overlaps in work between outside activities and university research activities should be carefully considered prior to approval.
 - b. Expectations that the ownership of intellectual property (IP) will be transferred to another party as part of an outside activity should be discussed thoroughly. No existing GSU IP should be granted as part of an independent outside activity and new IP generated as part of an outside activity should be subject to the individual's existing obligations to GSU regarding IP. If there are questions regarding IP, the Office of Legal Affairs and Office of Technology Transfer & Commercialization can be contacted for consultation.
 - c. Care should be taken in managing confidential information (including data) received during the outside activity to ensure such information is not combined, mixed, or compiled with confidential information (including data) obtained from research activities performed by the individual for GSU.
 - d. Approved outside activities should avoid creating barriers that would limit an individual's ability to seek research funding, conduct research at GSU, collaborate with other individuals, or that impinge upon their ability to publish or disseminate the data/results of their work GSU.

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Employee Name:	
Employee Title:	
Department/School:	
Supervisor Name:	

1. Type of Activity: Consulting
 Board of Directors
 Instruction/Teaching
 Other _____

2. Description of Activity (be specific and include the name and address of the external organization):

3. To your knowledge, does the external organization have an existing relationship with GSU; for example, is the external organization sponsoring research at GSU, a licensee of GSU, or a GSU startup company?

4. Does the activity overlap with any sponsored projects you may be engaged in at GSU or require the use of any intellectual property owned by GSU?

5. Does the activity require you to assign future rights in certain intellectual property to the external organization or limit your ability to work with other external organization operating in a similar field?

6. Will this outside activity involve compensation in addition to reimbursement of out of pocket expenses?
____ YES ____ NO
If yes, provide additional detail (Examples - equity or other ownership interest, royalties, honoraria, salary)?

7. Classroom substitution:
____ No classes would require substitute instruction
____ Substitute instruction would be required in the following classes:
(List course number, hour and location, along with substitute instructor's last name)

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8. Please provide the dates or date range for the proposed activity and the anticipated amount of time required.

Date(s):

Time required:

Employee Signature: _____

Date: _____

The above activity is ____ approved / ____ not approved.

Department Head: _____

Date: _____

A copy of this form should be returned to the employee; and a copy should be retained by the College/School in accordance with its procedures.