

University of Central Florida
REPORT OF POTENTIAL CONFLICT OF INTEREST, OUTSIDE ACTIVITY/EMPLOYMENT FOR A&P OR USPS

In accordance with University of Central Florida regulation UCF – 3.018, Conflict of Interest or Commitment; Outside Activity or Employment, the following report is to be completed and submitted for appropriate authorization and kept in the departmental file.

THE TYPE OF OUTSIDE ACTIVITY, AS STIPULATED IN UNIVERSITY REGULATION UCF - 3.018:

CIRCLE: A. Potential Conflict of Interest (complete A and B below)
 B. Outside Activity or Employment (complete B below)

A. Potential Conflict of Interest

- Ownership of more than a 5% interest in, or more than 5% of the capital stock of a company doing business with the university
- Officer, director, partner in company doing business with university
- Contractual relationship with company doing business with university
- Written textbooks or produced instructional materials or software used at UCF
- Holding or candidate for a political office
- Other (*explain*) _____

B. Outside Activity or Employment

Activity/Employer Name: _____
 Location: ___ on campus ___ off campus
 Funding source(s): _____
 Average number of hours per week on activity: _____ hrs./week
 Anticipated duration of activity: Start date: _____ End date: _____
 Nature of activity: _____
 Anticipate use of university personnel, equipment, facilities, students, or services: ___Yes ___No *If Yes, complete Form HR-12 and send it with this form.
 List other reported outside activity or employment currently in effect (attach on separate sheet if necessary)

I certify that this activity or employment and/or other outside activity or employment reported here does not constitute a conflict of interest and will not interfere in any way with my regular employment at UCF. If the above circumstances change significantly, a new report will be filed immediately.

 PRINT NAME Employee ID Employee's Signature Date

Reviewer	Reviewer's Signature	Cont. Held	Approved, No Conflict	Approved, Possible Conflict	Not Approved, Conflict	Date
Chair or Supervisor						
Dean, Director or Vice President for Research						

* When a supervisor believes conflict of interest exists, or may exist, a conference must be held to resolve concerns. If these concerns are not resolved, the matter will be brought to the Vice Provost for Academic Affairs for those areas under the Provost's supervision, or the appropriate Vice President or President's representative for all other areas.

Concerns Resolved: Yes _____ No _____

Activity approved by President or Representative: Yes _____ No _____

 Vice Provost or President's Representative Date

3 copies: Director, Dean or Vice President for Research
 Employee
 Chair or Supervisor