

Independent Consulting and Outside Activities Checklist

Complete Prior to Starting Activities and Accepting Compensation

Under the UO’s [Conflict of Interest, Conflict of Commitment, and Outside Activities Policy](#), which applies to all UO employees, [some outside activities and financial interests require disclosure](#) and approval.

Under the UO’s [Financial Conflict of Interest in Research Policy](#), which applies only to researchers who receive sponsored awards, [other types of outside activities and financial interests must be disclosed](#).

This checklist is designed to help UO employees assess steps that may be required prior to working as an independent consult and/or prior to accepting compensation from outside the university.

Disclosures under both policies are submitted via a disclosure profile in the [Research Administration Portal](#) (link prompts you to enter your Duck ID).

Even if disclosure and approval is not required, employees must still abide by some general guidelines, which can be found on the [Conflict of Interest Office website](#).

Questions about either policy, whether disclosure is required, or how to disclose can be directed to coi@uoregon.edu or 541-346-6200.

1. Will your outside activities include any of the following?

Yes No

- | | | |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | My outside activities include <u>ownership of equity</u> in an entity that carries on activities closely related to my UO job duties and/or within my field of expertise. |
| <input type="checkbox"/> | <input type="checkbox"/> | My outside activities are <u>performed in exchange for equity</u> in an entity that carries on activities closely related to my UO job duties and/or within my field of expertise. |
| <input type="checkbox"/> | <input type="checkbox"/> | My outside activities are closely related to my UO job duties and/or within my field of expertise <u>and include research and development and/or the creation of technological improvements, inventions, or software</u> .
“Research and development” refers to applied research that results in the |

creation of new intellectual property and can happen in any discipline. If unsure, please email coi@uoregon.edu for a consultation.

- My outside activities include managing or significantly participating in the day-to-day operations of an entity that carries on activities closely related to my UO job duties and/or within my field of expertise.
- In my outside activities, I will employ UO students who I also currently teach, directly supervise at UO, or formally advise and/or I will employ other UO employees who I also supervise at UO.

All outside activities are subject to the [Conflict of Interest, Conflict of Commitment, and Outside Activities Policy](#), but if you marked yes for any of the above, you are required to disclose your outside activity by submitting a disclosure profile in the [Research Administration Portal](#) (link prompts you to enter your Duck ID).

2. Will you be using any UO resources in your outside activities?

Resources may include supplies, facilities, equipment, laptops, time from other UO employees, records, intellectual property, and non-public information accessible to you because you are a UO employee.

Yes No

- I will use UO resources in my outside activities.
- I will use intellectual property from my UO position in my outside activities.
- I will bring intellectual property from my outside position back in my UO position.

If you marked yes, please contact the Conflict of Interest Office at coi@uoregon.edu for a consultation. Intellectual property agreements are handled by [Industry, Innovation, and Translation \(IIT\)](#), which can be contacted at techtran@uoregon.edu. UO employees are prohibited from using their official position for private gain, which can include using UO resources, such as a UO laptop, in a non-UO activity.

3. Are you in a position to make decisions in your UO capacity that might have a financial impact on your outside activities, either positively or negatively?

Yes No

- I could make decisions in my UO position that might have a financial impact on my outside activities.
- I could make decisions in my UO position that might have a financial impact on the entities for which I am conducting outside activities.

If you marked yes to either of the above, please contact the Conflict of Interest Office at coi@uoregon.edu for a consultation.

4. Will you work more than one day a week (one day in every seven, generally averaged out over a quarter, in all of your outside activities combined?)

This one-day-in-seven principle does not apply to approved leave or UO holidays. For employees less than full time, the one-day-in-seven principle is prorated. For 9-month employees, the one-day-in-seven principle does not apply to summer months in which you have no FTE, breaks between terms, or to sabbaticals. The time commitment is averaged over a quarter to assess whether it amounts to more than one day each week, and one day equals eight hours.

Yes No

- I will be working more than one day in every seven generally averaged out over a quarter, in all my outside activities combined.

If you marked yes, please contact the Conflict of Interest Office at coi@uoregon.edu for a consultation.

5. Are any of your outside activities performed for or a collaboration with a foreign entity?

Yes No

- My outside activities are conducted for a foreign entity.

If you marked yes, please contact the Export Control Office at exportcontrols@uoregon.edu with the name of the outside entity to ensure that the entity does not appear on any restricted party lists.

6. Do your outside activities include any special circumstances?

Special circumstances may include unauthorized transfer of intellectual property, materials, or data; establishing a lab or forming a company in violation of a sponsored research award; signing an agreement you are unable to terminate or that includes a requirement to omit disclosure to the UO or to any research sponsors; committing a specified amount of time to work; and/or engaging in work that overlaps or duplicates sponsored research at UO.

Yes No

My outside activities include a special circumstance.

If you marked yes, please contact the Conflict of Interest Office at coi@uoregon.edu for a consultation.

7. In your UO position, do you apply for and receive sponsored research awards and/or are you listed as senior or key personnel on research awards?

Yes No

I apply for and receive sponsored research awards and/or am listed as senior or key personnel on research awards.

I am listed as senior or key personnel on research awards.

If you marked yes to either of the above, you may need to disclose outside activities, even if there is no monetary compensation, to both sponsors and the UO. Information disclosed to the sponsor must match information disclosed to the UO and vice versa. Commonly overlooked activities include unpaid courtesy appointments that allow access to lab space at another institution and honorific titles.

To disclose outside activities to sponsors during the proposal stage, list outside activities in a current or pending support document and/or in a biosketch. To disclose outside activities to sponsors after an award has been made, contact your post-award Sponsored Project Administrator. Also be sure to include the outside activities in any Digital Persistent Identifiers, such as ORCID.

To disclose outside activities, even if there is no monetary compensation and the activity is not subject to the [Financial Conflict of Interest in Research Policy](#), submit a disclosure profile in the [Research Administration Portal](#) (link prompts you to enter your Duck ID).

Remuneration, which can include both compensation and equity, of more than \$5,000 from a single entity; sponsored travel of more than \$5,000 from a single entity; and any income from intellectual property, such as royalties from book sales or patent licensing, are considered Significant Financial Interests (SFIs) under the [Financial Conflict of Interest in Research Policy](#). The Conflict of Interest Office reviews disclosures from sponsored researchers that include SFIs against new and existing awards to determine whether there is or could be a financial conflict of interest with the sponsored research.

8. Are you a foreign national?

Yes No

I am a foreign national.

If you marked yes, your visa status may preclude you from accepting compensation outside your UO position. Please consult with International Student and Scholar Services at ischolar@uoregon.edu.

9. Are you feeling unsure if you need to disclose your outside activities?

Yes No

I am unsure if I need to disclose my outside activities.

If you marked yes, please email the Conflict of Interest Office at coi@uoregon.edu for a consultation. We're happy to talk through your specific situation. You can also proactively disclose your outside activities by submitting a disclosure profile in the [Research Administration Portal](#) (link prompts you to enter your Duck ID).