

## Outside Interest Disclosure Form

### Faculty and Staff

#### Instructions

This form is for the University of Tennessee employees to disclose outside interests as required by the University's Conflict of Interests Policy (Policy FI0125).

An interest **must be disclosed** if it:

1. Exists at the time of this filing;
2. Existed during the previous twelve months; or
3. You expect to acquire during the next twelve months
4. The conflict reported last year no longer exists

Please answer the questions below, then route this form to your supervisor for completion of the review and transmittal to the appropriate office according to campus/institute procedures.

If you have any questions, please consult your campus/institute Chief Business Officer, Human Resources Officer, or the General Counsel's office.

#### Your Interests

1. Are you an officer, director, board member, trustee, or employee of any organization or business entity (for-profit or non-profit) other than the University?

Yes  No

Name(s) of organization(s) or business entity(ies):

Position(s) held:

Business of the organization(s) or business entity(ies):

Amount of compensation you receive:

2. Do you receive consulting income or honorariums totaling 10,000 or more from a single source?

Yes  No

Source(s):

Business of the organization(s):

Total compensation from each source:

3. Do you hold any intellectual property rights (patents, trademarks, or copyrights): (a) from which you receive income by license, sale, or allowing others to use the intellectual property; (b) which you use in an organization or business entity other than the University; or (c) which you allow others to use in an organization or business entity other than the University? (This question does not require the reporting of scholarly articles, letters to the editor, or other non-commercial use of intellectual property created or owned by employees.)

Yes  No

Description of rights:

4. Do you hold more than a 5 percent financial interest in any organization or business entity other than the University (including publicly held corporations)?

Yes  No

Name of organization(s) or business entity(ies):

Business of the organization(s) or business entity(ies):

5. Have University employees or students performed any personal services for you?

Yes  No

Services performed:

Name of employee(s):

Name of student(s):

What is the nature of your campus relationship with the University employee(s) or student(s):

6. Does any organization or business entity listed in your response to any previous question compete, contract, or conduct business directly or indirectly with the University?

Yes  No

Please explain:

7. Are your responsibilities for any of the organizations or business entities listed in your response to any previous question similar to or potentially affected by your University responsibilities?

Yes  No

Please explain:

8. Are you currently receiving, have you received in the previous 12 months, or do you expect to receive in the next 12 months, any travel reimbursement from, or travel sponsored by (i.e. paid on behalf of the employee) an external entity? You are not required to disclose travel that is reimbursed or sponsored by a federal, state, or local government agency, an institution of higher education as defined at 20 U.S.C. 1001(a), an academic teaching hospital, a medical center, or a research institute that is affiliated with an institution of higher education.

Name of entities providing travel reimbursement or sponsorship:

Purpose of travel:

Destinations:

Durations:

Monetary value (if the exact monetary value of travel paid on the employee's behalf is not readily available please provide a reasonable estimate):

9. Do you serve as a Principal Investigator ("PI") or co-PI on any contracts, grants, or research awards with any of the organizations or business entities listed in your response to any previous questions?

Name of organization(s) or business entity(ies):

Title or contract number of contract, grant, or research award:

### Interests of Spouse, Parents, and Children

10. Do your parents, spouse, or children serve as an officer, director, board member, trustee, or employee of any organization or business entity (for-profit or non-profit) that competes, contracts, or conducts business with the University or that would be affected by your University responsibilities?

Yes

No

Name of organization(s) or business entity(ies):

Position(s) held:

Business of the organization(s) or business entity(ies):

11. Do your parents, spouse, or children receive consulting income or honorariums totaling \$10,000 or more from a single source that conducts business with the University or that would be affected by your University responsibilities?

Yes

No

Source(s):

Business of the organization(s):

Total compensation from each source:

12. Do your parents, spouse, or children hold intellectual property rights (patents, trademarks, or copyrights): (a) from which you receive income by license, sale, or allowing others to use the intellectual property; (b) which you use in an organization or business entity other than the University; or (c) which you allow others to use in an organization or business entity other than the University? (This question does not require the reporting of scholarly articles, letters to the editor, or other non-commercial use of intellectual property created or owned by your parents, spouse, or children.)

Yes

No

Description of rights:

13. Do your parents, spouse, or children hold more than a 5 percent financial interest in any organization or business entity other than the University (including publicly held corporations) that competes, contracts, or conducts business with the University or that would be affected by your University responsibilities?

Yes

No

Name of organization(s) or business entity(ies):

Business of the organization(s):

14. Have students or university employees performed any personal services for your spouse or children?

Yes

No

Services performed:

Name of employee(s):

Name of student(s):

What is the nature of your campus relationship with the University employee(s) or student(s):

15. Describe any actual or potential conflicts between the outside interests or activities disclosed on this form and your duties and responsibilities to the University or organizations that sponsor research or service performed by the University. Also, provide any other information about outside interests that the University should know.

16. Are any of the entities disclosed in question 1 through 15 above a foreign company, foreign government, or other foreign-based entity?

Yes

No

Please explain:



**Employee Acknowledgement**

I understand that if I acquire an interest during the year that requires disclosure, I will take the initiative to disclose it.

I also understand that I must complete a new form annually as long as an interest I have previously disclosed exists.

I acknowledge that I have read and understand the University's Conflict of Interests Policy (Policy FIO125) and have made all necessary disclosures.

Check to agree to the above statement