

# FORM 32A

PURDUE UNIVERSITY

## APPLICATION FOR PERMISSION TO ENGAGE IN AN OUTSIDE ACTIVITY AND/OR DISCLOSURE OF POTENTIAL CONFLICT OF INTEREST

The regulations of the Trustee contain the following: "No employee of the University shall be permitted to engage in any business, employment, or vocation; or to accept appointment to other positions of trust or responsibility, or otherwise divert his interest and attention from University duties without the consent of the President of the University." In particular, the regulation is understood to cover: (1) connection with any business enterprise as owner, partner, officer, director, consultant, or agent; (2) connection with any public office either by election, appointment, or employment; (3) connection with any professional association, educational institution, or foundation as trustee, officer, or public representative. No member of the Faculty, Administrative or Professional staff of the University is permitted to engage in an outside activity unless prior approval has been obtained on this form from the President of the University or his designee. This form will also be used to report potential conflicts of interest as outlined in the University Policy on Conflicts of Interest and Commitment. Submit this form through normal Academic or Administrative channels to secure the appropriate approval. After action has been taken on the request, the original will be retained for the individual's personnel record. The remaining copies will be returned to the dean, director, or administrative officer who should retain one copy and forward two copies to the department. The department will be responsible for returning one copy to the applicant.

NAME \_\_\_\_\_ TITLE \_\_\_\_\_ DATE \_\_\_\_\_  
 NATURE OF APPOINTMENT: FISCAL YR \_\_\_\_ ACADEMIC YR \_\_\_\_ FULL TIME \_\_\_\_ PART-TIME (INDICATE %) \_\_\_\_\_  
 DEPARTMENT \_\_\_\_\_ SCHOOL \_\_\_\_\_ TELEPHONE \_\_\_\_\_

### PART 1: OUTSIDE ACTIVITY (one form per activity requested)

NAME AND ADDRESS OF OUTSIDE ORGANIZATION CONCERNED: \_\_\_\_\_

DESCRIPTION OF OUTSIDE ACTIVITY: \_\_\_\_\_

Estimation of time to perform this activity \_\_\_\_\_ DAYS/YEAR. Each time that this activity is performed, what is the number of consecutive weekdays devoted to it?

At what intervals is this activity performed? \_\_\_\_\_ times (check one of the following: per week, per month, per semester per academic year)

When will this activity be performed during the year? \_\_\_\_\_

YES NO In this activity, will you be serving as an expert witness in any litigation involving an Indiana citizen, corporation, or state agency?

IF YES, PLEASE EXPLAIN \_\_\_\_\_

YES NO Will you use any University facilities on performing these Outside Activities?

IF YES, EXPLAIN AND TELL WHAT ARRANGEMENTS HAVE BEEN MADE TO USE THESE FACILITIES \_\_\_\_\_

YES NO Does the applicant request ownership of rights in inventions and materials developed in this activity? If yes, ownership must be established in accordance with policies and procedures set forth in Executive Memorandum B-10 or succeeding documents.

YES NO Does this proposed activity include the signing of an agreement concerning rights in inventions and materials? If yes, attach a copy of the proposed agreement for review and approval by the President or his designee.

### PART 2: POTENTIAL CONFLICTS OF INTEREST

PLEASE CHECK THE APPROPRIATE ANSWER TO THE FOLLOWING QUESTIONS:

YES NO If the above organization sponsors research or has other contractual relationships with the University, then are you a director, officer, partner, trustee, employee of, or do you hold ownership or a management position in that organization or have other financial interest in this organization?

YES NO If you or a member of your family has a financial interest in the above organization, then do you participate in any research activity on a technology assigned to or contractually obligated to that organization?

YES NO If the above organization has a contractual relationship with the University and you have a direct involvement in that contractual activity, then do you or will you in the future receive any income, gifts, loans, consulting fees or other income from that organization?

YES NO If the above organization has a contractual relationship with the University and you have a direct involvement in that contractual activity, then do you have a consulting relationship with the organization or is this a request to establish such a relationship?

YES NO If you or an immediate family member has a financial interest in the above organization, then do you currently serve on a committee of any governmental agency or industrial trade association which may review and/or approve technology of or the operation of that organization?

YES NO Do you intend to publish, present formal results, or provide expert commentary relating to intellectual property or products in which you or a member of your family has a financial interest?

IF THE ANSWER TO ANY OF THE QUESTIONS IN SECTION A, PART 2 IS "YES," THEN A FORM 35, "Disclosure of Relationships with Outside Organizations," and Conflict of Interest," MUST BE FILLED OUT AND SUBMITTED WITH THIS FORM.

**APPROVED**

Approval Requested – Applicant \_\_\_\_\_ Date \_\_\_\_\_

Approval Recommended – Head of Department \_\_\_\_\_ Date \_\_\_\_\_

Approval Recommended – Dean, Director, or Adm. Officer \_\_\_\_\_ Date \_\_\_\_\_

For the President \_\_\_\_\_ Date \_\_\_\_\_

APPROVAL OF THIS APPLICATION EXPIRES AUTOMATICALLY AT THE END OF THE FISCAL YEAR (June 30) – IF A RENEWAL IS DESIRED, A NEW APPLICATION MUST BE FILED.

DISTRIBUTION: WHITE – Personnel Record; YELLOW – Dean/Director; PINK – Department; GOLD - Applicant