

**FLORIDA ATLANTIC UNIVERSITY
OUTSIDE ACTIVITY REPORT (ACTIVITY TO REPORT)**

Reports of outside activity are completed to comply with the [University's Policy on Conflicts of Interest, Conflicts of Commitment and Outside Activity](#).

A report must be submitted for all FAU employees with at least a .50 appointment other than student employees, OPS employees and graduate teaching assistants, as well as any FAU employee engaged in the design, conduct, or reporting of research regardless of full-time or part-time status. The report must be approved prior to beginning any outside activities and on an annual basis thereafter on or before September 30 for any activity continuing beyond June 30 of the prior fiscal year. An annual report for each fiscal year must be submitted even if the employee has no outside activity to report for that year.

Outside activity is any practice, consulting, employment, teaching, research, speaking engagements, or business (including managerial interests or positions or service on boards or commissions), or other activity, cpn

Florida Atlantic University
OUTSIDE ACTIVITY REPORT FORM

Employee Name:			
Department Name:		Fiscal Year:	

Proposed Outside Activity/Financial Interest: (Name of Entity/Client/Publisher/Other)

Location: (City/State/Country)	
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Anticipated Start Date of Outside Activity:	
Anticipated End Date of Outside Activity:	
Average # of Hours per Week (If not applicable, enter N/A)	

Description/Nature of Outside Activity/Financial Interest. Explain in detail: <ol style="list-style-type: none"> a. Type of Business Structure (a corporation, partnership, LLC, individual, etc.) or Financial Interest b. Clients/Prospective Clients c. Nature of activity of financial interest

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Does the entity associated with your outside activity do business with or propose to do business with the University or any of its direct support organizations?

Yes

No

If yes, please describe the current or proposed business relationship with the University or its direct-support organizations and disclose any financial or managerial interests in the entity by yourself, your spouse, your children, or other relatives