

University of Rhode Island Outside Consultation Form

You may fill out and print the form below or
save it to your computer and e-mail it to the appropriate persons.

First Name:

Last Name:

E-mail:

Department:

Today's Date:

This form is to be completed by full time faculty members in advance of any outside consultation activity and updated at least annually with copies to be forwarded to the Department Chairperson and to the Dean in conformity with [Article XXII](#) of the Collective Bargaining Agreement. Consulting consists of providing paid professional advice or service for an organization other than URI. It includes teaching at other institutions and consultation for one's private company.

SECTION I

1) Names and addresses of outside organizations for which consultation is to be provided:

2) Nature of consultation for each listed in question (1) (e.g. research on alloy development, design of marketing strategy, training of upper level management for team-building, advising superintendents on compliance with new law, etc.)

3) Location where consultation(s) is done:

4) Extent of consultation:

a) If on a continuing basis, the beginning date and expected amount of time per week; per month:

b) If for a specific period, the beginning date, ending date, and the expected amount of time per week; per month:

c) If on ad hoc basis, the expected dates:

SECTION II

5) Do you use University facilities, personnel, supplies, services, or

equipment?

Please describe:

6) Does the nature of the consultation create a conflict of interest, potential for conflict of interest, or the appearance of a conflict of interest? (See the policy on [Conflict of Interest](#) on the web or in the University Manual.)

yes

no

7) Does the for-profit company for which you consult also fund any of your research at URI?

yes

no

8) Do you plan to use any intellectual property such as inventions or copyright work that you or anyone else at the University created?

yes

no

If you answered "yes" to any of the questions in **Section II**

send this complete form and fill out and send the

**Disclosure of Outside Activities and
Financial Interest Form**

to the URI Research Office

Division of Compliance,

[<dlawson@uri.edu>](mailto:dlawson@uri.edu)

70 Lower College Road.

Faculty members shall file any changes of the information contained above with their Chairperson, Dean and the Vice Provost.

- You are **required** to print and send this complete form to your Chair and Dean
 - If you would like this information included on the URI Outreach website please send this form to the Outreach Office, <outreach@etal.uri.edu> 70 Lower College Road. _
 - If you have any questions regarding this form please contact dlawson@uri.edu in the Compliance Office 874-2636

ARTICLE XXII

Agreement Between RI Board of Governors and URI Chapter of the American Association of University Professors 2000-2003

OUTSIDE CONSULTATION

22.1 The faculty member's primary professional responsibility is to perform fully all of his/her University duties and assignments; therefore the University expects that no faculty member will engage in any outside consultation or consulting activities which may prevent him/her from fulfilling that obligation.

22.2 Outside Consultation. Outside professional activities for financial gain such as writing, consultation, provision of clinical or professionally-related commercial services, research and artistic activities are desirable when not pursued to the extent that they conflict with the discharge of professional responsibilities and duties required by this Agreement. Faculty members may engage in professionally relevant outside consulting provided: 1) that the faculty member advises the department chairperson in writing in advance of the consulting; 2) that the Dean or the Provost may require the faculty member to cease such outside consulting if it conflicts with the normal duties of the faculty member; 3) that any and all use of the University's personnel facilities, services, or equipment in conjunction with a faculty member's outside consulting be approved by the Vice Provost for Research in writing in advance of such use; and 4) that arrangements for the use of University personnel, facilities, services, or equipment shall provide for reimbursement of costs and overhead to the University at such sums as determined by the Dean in consultation with the chairperson unless specifically authorized by the Vice

Provost for Research; 5) the funds reimbursed to the University shall be administered by the Vice Provost for Research and are available to be used for faculty professional development.

[ARTICLE_XXII](#)