

NORTHERN ILLINOIS UNIVERSITY

Outside Consulting, Research or Other Types of Outside Employment by Faculty and Administrative Employees for July 1, _____ to June 30, _____

In accordance with the State law (110 ILCS 100/1 et seq.) on Outside Consulting or Research and NIU Board of Trustees Regulations (Section II. Subsection B.2) on Outside Employment, faculty and administrative employees (Supportive Professional Staff) must receive prior approval for outside research, consulting, instruction or other forms of outside employment. To comply with these requirements, please complete this form for outside activities with each outside entity for each fiscal year, and forward it to your supervisor for approval. New employees with pre-existing outside activities must seek approval within 10 work days of employment start date at NIU. For additional information, check http://www.niu.edu/academicaffairs/faculty-affairs/outside-employment/index.shtml

If the request is approved, you must submit the approved form back to the Office of the Provost by August 31st of each year indicating the number of days you spent on the approved activities for each outside entity. **Approval of outside consulting, research, instruction or other types of employment and conflict of interest resolution/management plan must be secured at the department/unit level before the start date of outside activities.**

1. Name: _____ 2. Date of submission: _____ (date must be in mm/dd/yyyy format)

3. Department/Unit: _____

4. Classification: Faculty SPS Other _____ 5. Title: _____

6. No. of months (e.g. 9) and percentage (e.g. 100) of current appointment at NIU: _____ months at _____%

7. Proposed starting and ending dates of outside activity: From _____ to _____ (dates must be in mm/dd/yyyy format and within the same fiscal year)

8. Type of outside activity: Research Consulting Instruction Other (explain below): _____

9. Anticipated time commitment on this activity (e.g. days/week): _____

10. Name of outside employer/entity: _____

11. Address: _____

12. The outside employment is for a federal, state or local government or its agency. Yes No Note: Activities performed for a federal, state or local government or its agency are exempt from the state law (110 ILCS 100/1 et seq.) but still require approval under NIU's BoT Regulations II. B. 2 on Outside Employment

13. Description of outside activity (if more space is needed, attach the description on a separate sheet): _____

14. The proposed outside activity has the potential for conflict of interest such as the following (for current information on NIU's conflict of interest policy, check NIU's Academic Policies and Procedures at http://www.niu.edu/provost/policies/appm/I10.shtml): a. Financial conflict of interest – when an employee has a financial interest or a fiduciary role with the outside entity that may present a conflict of interest with the employee's university responsibilities. Such relationships may also include uncompensated activities.

- b. Conflict of commitment – when outside activities interfere and/or diminish adequacy of performance of the employee’s responsibilities to his or her unit, students or the university.
- c. Conflict of opportunity – when an employee diverts for personal gain activities or projects to outside enterprises, which could have reasonably advanced the university’s mission if those opportunities had come to the university.
- d. Conflict of rights – when an employee shares, transfers or uses university’s intellectual property rights with outside enterprises when doing so could be detrimental to the university.
- e. Use of university facilities and resources – use of university’s facilities and resources, not typically available to the general public, without prior approval for outside employment activities.
- f. Involvement of students and trainees – is not allowed in employee’s outside activities unless it can be demonstrated such participation affords a substantial educational benefit for the students and trainees, and potential conflicts are managed appropriately.
- g. Teaching/instructional conflict – when an employee is a paid instructor/developer for credit-bearing college/university course(s) at an institution other than the employee’s university.

Yes No. If yes, attach a conflict of interest disclosure and management plan for review and approval by appropriate parties (e.g. supervisor, Sponsored Programs Administration, etc.)

15. I have sponsored project activities for the same time period as this outside activity. Yes No

16. I have overload activities at NIU for the same period as this outside activity. Yes No

17. I have other outside activities for the same period as this outside activity. Yes No

I understand that university approval of this request is required by university policy and/or law of the State of Illinois. I have disclosed any potential conflicts of interest that may arise from my outside activities and will resolve or manage them with appropriate parties at the university before the activities begin. I agree to submit to the university annually a statement of actual time spent on the approved outside consulting, research or employment activities.

Employee’s Signature (If digitally signed, make sure digital signature date is current)

Date (in mm/dd/yyyy format)

Approvals (Employee’s supervisor must check the appropriate item below and sign as the President’s designee)

- Approved Approved with conflict of interest disclosure and management plan signed by relevant parties (must be attached to this form) Not Approved

Employee’s Department/Unit Supervisor's Signature Date

Supervisor's signature date should be on or before Start Date of the activity

Dean/Division Head or Designee's Signature Date

Executive Vice President and Provost or Designee's Signature Date

Dean/Division Heads Note: Sign also for Department/Unit Supervisors for employees who report directly to you. Submit the fully completed form as a hardcopy with original signatures to the Office of the Provost OR send it electronically through email to provost@niu.edu with digital signatures and clearly indicating where the individual email messages and attachments originated and their sent dates.

Employee’s Annual Report at the Completion of Each Approved Outside Activity:

Total time (days) expended this reporting period: _____
(days) Employee's Signature _____ Date _____

For Administrative Use Only: OCR OCR Exempt BoT