



PAID ACTIVITIES REPORT

For the period: _____ to _____

Name: _____ Department/Division: _____

REPORTING REQUIREMENTS

[Policy on Conflict of Interest – Academic Staff](#)

Faculty members with appointments of 50% or greater are required to complete and submit a Paid Activities Report as part of the member’s general Annual Activity Report.

Every faculty member is required to report any use other than trivial University facilities, supplies, support staff or students in any paid professional activity.

PAID PROFESSIONAL ACTIVITY

A paid professional activity is an activity funded by sources other than the University which (1) arises from your academic position and expertise, and (2) confers a financial benefit on you.

Please state the total number of days you devoted to paid professional activities: _____

If the number is greater than 12, please provide a brief description of each activity:

Description	Days Involved
1. _____	_____
2. _____	_____
3. _____	_____
4. _____	_____

PAID NON-PROFESSIONAL ACTIVITIES

A paid non-professional activity is any paid activity (including self-employment) which does not arise from your academic position or expertise.

If the number of days you devoted to paid-non-professional activities is greater than 30, please provide a brief description of each activity.

Description

Days Involved

1. _____

2. _____

3. _____

4. _____

USE OF UNIVERSITY RESOURCES

Please provide a clear description of any use, other than trivial, you have made of University facilities, supplies, support staff or students in your privately undertaken work.

1. _____

2. _____

3. _____

4. _____

Date: _____

Signature: _____

Personnel Number: