

West Virginia University Research Corporation Outside Consulting Arrangement Annual Disclosure Form

Pursuant to the West Virginia University Research Corporation's ("WVURC") policies and Employee Handbook, all full-time WVURC employees must complete an annual disclosure form detailing their outside Consulting Arrangements undertaken during the past fiscal year. This form must be completed by August 31 and returned to your Director, Dean, Vice President, department leader, college leader, or their designee as appropriate.

You are only required to fill out this form if, during the past fiscal year (July 1 to June 30), you have engaged in an outside Consulting Arrangement as that is defined in WVURC's policies and Employee Handbook.

If you have a less than twelve-month appointment, please list all outside Consulting Arrangements even if the work was done during the months you were off appointment (i.e., during the summer months).

Name: _____

Title: _____

Department: _____

Appointment Term: _____

Name of Entity	Description of Activity Undertaken	Total Time Spent on Arrangement During Last Fiscal Year	Obtained Prior Approval from Appropriate Party? (No or Yes)

In accordance with WVURC’s policies and Employee Handbook, do you perceive any risk of a Conflict of Interest or Conflict of Commitment, or the appearance of a Conflict of Interest or Conflict of Commitment, with performing your job duties?

YES NO

If “yes,” describe the nature of the relationship, including a description of the real or potential for a Conflict of Interest or Conflict of Commitment.

I hereby certify that:

- The above information is full, true, and correct to the best of my knowledge and belief and I undertake to inform my Dean, Vice President, or designee of any changes immediately.
- I have complied fully with WVURC policies and Employee Handbook in undertaking my outside Consulting Arrangements.
- I understand that any approval to participate in the described activity does not supersede the requirements of WVURC policies and Employee Handbook.
- I have not used any, or only an incidental, *de minimis* amount of, WVURC or University resources in the course of my Consulting Arrangements, or I have arranged to compensate WVUR or the University for the use of these resources.
- If I am a leave eligible employee, I have taken annual leave when engaging in a Consulting Arrangement during my regular work hours. If I am not a leave eligible employee, my total time spent on outside Consulting Arrangements does not equate to more than 1 working day per week, on average.
- I understand that I have engaged in the above listed activity or activities outside of my duties at West Virginia University Research Corporation. As such, West Virginia University Research Corporation is not a party to any of the agreements related to my consulting and has no obligations or potential liability under these agreements. I understand and acknowledge that the WVURC’s rights may not be impaired in any way by the agreement and WVURC does not provide indemnity or insurance for these activities.

Signature of Employee: _____

Date: _____