

University of California, Los Angeles
PRIOR APPROVAL FORM FOR OUTSIDE ACTIVITIES (CATEGORY I)

Before engaging in any Category I Outside Professional Activity, you must obtain prior approval from the Vice Chancellor-Academic Personnel. Complete a separate form for each entity for which you wish to engage in Category I Outside Professional Activity, and submit to your Department Chair and Dean for the necessary signatures and then to the Academic Personnel Office. For additional information see [APM 025](#), [APM 671](#) and [The UCLA CALL Appendix 19](#).

Name (Last, First, Middle Initial)	Employee ID No	University Title
Department	School	<input type="checkbox"/> Academic Year <input type="checkbox"/> Fiscal Year

OUTSIDE ACTIVITY

Category 1 Outside Professional Activities in which you will be involved (check all that apply):

<input type="checkbox"/>	Executive/Managerial Role
<input type="checkbox"/>	Active or Sustained Involvement in Founding or Co-founding a Company
<input type="checkbox"/>	Salaried Employee
<input type="checkbox"/>	Outside Teaching
<input type="checkbox"/>	Research Activity through an Outside Entity including administration of a contract or grant through an entity other than UC.
<input type="checkbox"/>	Other Demanding Professional Activities Likely to Interfere with Obligations to the University <i>Please consult with your Department to determine whether a prior approval is required for this outside activity.</i>
<input type="checkbox"/>	Involving a Student of Yours in Category I or II Outside Activity

Name of outside entity:

Website of entity:

Description of entity (e.g. business/agency/organization/ individual; include activities/ products/services of entity):

Your contact at entity (name, title, email address):

Nature of your relationship to entity named above (check all that apply):

<input type="checkbox"/>	Founder/Co-Founder
<input type="checkbox"/>	Owner
<input type="checkbox"/>	Consultant (1099 Form) <input type="checkbox"/> I have attached consultant agreement. <input type="checkbox"/> No agreement exists.
<input type="checkbox"/>	Teaching Title at Other Institution:
<input type="checkbox"/>	Research Title at or Relationship to Outside Institution:
<input type="checkbox"/>	Board Member
<input type="checkbox"/>	Salaried Employee (W-2 Form) <input type="checkbox"/> I have attached employment agreement. <input type="checkbox"/> No agreement exists.
<input type="checkbox"/>	Stockholder/Partnership Interest
<input type="checkbox"/>	Equity/Royalty Interest
<input type="checkbox"/>	Other, please explain:

Description of your activities (Include, if you wish, possible beneficial outcomes to areas of research, industry and public):

Student(s) I have, or expect to have, academic responsibility (instructional, evaluative, or supervisory) will be involved in this Category I or II outside activity or entity <i>(The involvement of a student in the activity must not affect, positively or negatively, the faculty member's evaluation of the student's performance in any other context. The faculty member must obtain prior written approval from the Department Chair on this form.)</i>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
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If yes, please describe the role of the student(s) and your academic responsibilities for the student(s):

CONFLICT OF INTEREST

Have you filed a Conflict of Interest form or otherwise disclosed information with respect to a potential conflict of interest? (See http://ora.research.ucla.edu/RPC/Pages/COI.aspx)	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If yes, to whom?		

COMMITMENT OF TIME

Please note approvals are granted generally for one Academic/Fiscal Year but may be granted for a longer term, up to three years.

Academic/Fiscal Year(s) for which you seek approval:	(yyyy – yyyy)	
Time period you expect to be involved in this activity:	(mm/dd/yyyy – mm/dd/yyyy)	
Estimated number of days of involvement per Academic or Fiscal Year for which you seek approval: <i>The maximum number of days for Category I and II Outside Professional Activities per year are 39 days for Academic Year appointees and 48 days for Fiscal Year appointees. Faculty on an approved leave without pay are not subject to these time limits.</i>		
For Academic Year appointees ONLY Estimated number of days of involvement during the summer: <i>There are no restrictions on the number of days for Academic Year faculty during the summer months if you do not receive additional University summer compensation.</i>		
Do you plan to take a Sabbatical Leave while engaged in this outside activity? <i>If yes, please attach the approved Sabbatical Leave form.</i>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Do you plan to take a paid Leave while engaged in this outside activity? <i>If yes, please attach a Leave of Absence form. Per APM 758, if faculty are absent from the campus for more than a week (7 consecutive days), a Leave of Absence form must be completed.</i>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Do you plan to take a full- or part-time Leave Without Pay while engaged in this outside activity? <i>If yes, please attach a Leave of Absence form.</i>	Yes <input type="checkbox"/>	No <input type="checkbox"/>

I certify that the information I provided on this form is true and accurate. If there are any changes to the information in this request, I will submit an amended form. I also understand that in addition to submitting this Prior Approval form, I must file an annual report to the Dean's or Department's Office.

Employee's Signature

Date

CHAIR/DEAN AUTHORIZATION

Department Chair's (or Director's) Signature

Date

Dean's Signature

Date

VICE CHANCELLOR'S ACTION

_____ Approval granted through _____

_____ Request denied

Vice Chancellor's Signature

Date