

**University of Central Florida**  
**REPORT OF POTENTIAL CONFLICT OF INTEREST, OUTSIDE ACTIVITY/EMPLOYMENT FOR A&P OR USPS**

In accordance with University of Central Florida regulation UCF – 3.018, Conflict of Interest or Commitment; Outside Activity or Employment, the following report is to be completed and submitted for appropriate authorization and kept in the departmental file.

**THE TYPE OF OUTSIDE ACTIVITY, AS STIPULATED IN UNIVERSITY REGULATION UCF - 3.018:**

CIRCLE:      A. Potential Conflict of Interest (complete A and B below)  
                   B. Outside Activity or Employment (complete B below)

**A. Potential Conflict of Interest**

- Ownership of more than a 5% interest in, or more than 5% of the capital stock of a company doing business with the university
- Officer, director, partner in company doing business with university
- Contractual relationship with company doing business with university
- Written textbooks or produced instructional materials or software used at UCF
- Holding or candidate for a political office
- Other (explain) \_\_\_\_\_

**B. Outside Activity or Employment**

Activity/Employer Name: \_\_\_\_\_  
 Location:  on campus  off campus  
 Funding source(s): \_\_\_\_\_  
 Average number of hours per week on activity: \_\_\_\_\_ hrs./week  
 Anticipated duration of activity: Start date: \_\_\_\_\_ End date: \_\_\_\_\_  
 Nature of activity: \_\_\_\_\_  
 Anticipate use of university personnel, equipment, facilities, students, or services:  Yes  No \*If Yes, complete Form HR-12 and send it with this form.  
 List other reported outside activity or employment currently in effect (attach on separate sheet if necessary)

I certify that this activity or employment and/or other outside activity or employment reported here does not constitute a conflict of interest and will not interfere in any way with my regular employment at UCF. If the above circumstances change significantly, a new report will be filed immediately.

\_\_\_\_\_  
 PRINT NAME                      Employee ID                      Employee's Signature                      Date

Reviewer	Reviewer's Signature	Cont. Held	Approved, No Conflict	Approved, Possible Conflict	Not Approved, Conflict	Date
Chair or Supervisor						
Dean, Director or Vice President for Research						

\* When a supervisor believes conflict of interest exists, or may exist, a conference must be held to resolve concerns. If these concerns are not resolved, the matter will be brought to the Vice Provost for Academic Affairs for those areas under the Provost's supervision, or the appropriate Vice President or President's representative for all other areas.

Concerns Resolved: Yes  No

Activity approved by President or Representative: Yes  No

\_\_\_\_\_  
 Vice Provost or President's Representative                      Date

3 copies:      Director, Dean or Vice President for Research  
                   Employee  
                   Chair or Supervisor