

FREQUENTLY ASKED QUESTIONS ABOUT COMPLETING THE ANNUAL REPORT ON OUTSIDE PROFESSIONAL ACTIVITIES

Note: The guidelines contained in these FAQ's apply to completing the Annual Report on Outside Professional Activities, which is not the disclosure required in connection with determining whether an actual or potential conflict of interest may exist.

1. Who must report?

All full and part-time faculty and exempt staff must complete an Annual Report on Outside Professional Activities.

2. What types of activities must be reported?

All paid and **significant** unpaid **outside professional** activities should be disclosed.

Outside: Refers to activities performed for individuals or entities other than UMCES. This includes: (1) individuals, businesses, non-profit organizations, government agencies and other entities unrelated to UMCES and, (2) any work approved as overload through UMCES process to other USM institutions or the State of Maryland. Outside activities do not include work performed as part of UMCES assigned job duties for UMCES salary.

Significant: Generally refers to an activity's importance or relevance in the context of the disclosure and management of potential conflicts of interest and/or commitment. What constitutes a significant activity is determined by each Lab Director. Among the types of factors that might be taken into account by a Lab Director/unit head in determining the significance of an activity are: its duration, the nature and degree of professional skill involved, how closely it relates to an employee's duties, and/or the type of outside entity involved.

Professional: Refers to the general professional responsibilities of an employee at UMCES. An outside activity is generally considered professional if it relates in any way, directly or indirectly, to an employee's job duties, professional responsibilities and/or area(s) of expertise.

3. What information about an activity should be included in the Report?

The Report should provide information about the activity, the entity for which the activity is performed and the relation of the employee to the entity. No privileged or confidential commercial information should be included in the Report; nor should specific information about a client be disclosed if disclosure would constitute a breach of professional ethics. The Report seeks the following information.

Organization/Individual: You should provide the name of the individual or organization, profit or non-profit (including publishers, federal, state and local government agencies, etc.) for which an activity is performed.

Paid Work for Maryland State Agency: You should indicate if an activity involves paid work for an agency or other governmental unit of the State of Maryland, including other USM institutions but **not** Maryland county or local governments, other states or the federal government.

- **Other USM Institutions** are: Bowie State University; Coppin State University; Frostburg State University; Salisbury University; Towson University; University of Baltimore; University of Maryland, Baltimore; University of Maryland, Baltimore County; University of Maryland Eastern Shore; University of Maryland University College; and University of Maryland College Park.

(**Note:** Payment for consulting or other professional service rendered to a State Agency or another USM institution is generally not permitted. Exceptions must be approved in advance, in writing, by the unit head and the President. Approval process is the same as for an overload payment.)

Paid Work for the University System Foundation: You should indicate if an activity involves paid work for the USM Foundation – or any USM affiliated foundation.

(**Note:** Payment for consulting or other professional service rendered to an affiliated USM foundation is generally not permitted. Exceptions must be approved in advance, in writing, by the unit head and the President. Approval process is the same as for an overload payment.)

Nature of Activity: You should provide a brief description of the activity, including the nature of work performed, positions held, management responsibilities and/or ownership or other financial interest in, or relationship with, the outside entity.

Hours Worked: Include the approximate number of hours worked over the entire reporting period.

4. Who determines what activities should be reported?

If there is a question about whether a particular activity needs to be reported, an employee should either err on the side of disclosure and report it or consult with the Lab Director / unit head.

5. What happens if an activity may involve a potential conflict of interest?

The existence of a potential conflict of interest should not be assumed to be a problem, so long as it is promptly disclosed and addressed in accordance with [UMCES' Procedures on Conflict of Interest and Conflict of Commitment \(II-3.10\)](#).