

Purpose: This form should be completed by USG Presidents seeking approval to engage in compensated outside activities that relate to their expertise or responsibilities as a USG employee. Such activities include consulting, teaching, speaking, and participating in business, professional, or service enterprises. Completed forms should be forwarded to the USG Office of Ethics and Compliance at the email address provided below. An electronic signature may be used. Alternatively, a hard copy may be printed, signed, and sent via email.

USG Office of Ethics & Compliance  
[usgcompliance@usg.edu](mailto:usgcompliance@usg.edu)  
(404)962-3034

The Office of Ethics and Compliance will review proposed compensated outside activities in consultation with the USG Office of Legal Affairs and will note any concerns that should be addressed. Final approval for compensated outside activities for USG Presidents will be made by the Chancellor. Final approval for compensated outside activities for direct reports of a USG President and those with a title of Vice President or equivalent will be made by the USG President.

Policy Requirement: In accordance with [BOR 8.218.23 Compensated Outside Activities of Faculty and Staff](#), each USG employee with a work commitment of 30 or more hours per week and faculty on contracts of nine months or more must obtain written approval in advance from the institution President or designee prior to engaging in compensated outside activities that relate to the employee's expertise or responsibilities as a USG employee. System Office employees and USG Presidents must obtain approval from the Chancellor or the Chancellor's designee.

Please provide the information requested below:

Name: \_\_\_\_\_

Title: \_\_\_\_\_

3. Is the organization a for-profit organization?      Yes      No

4. To your knowledge, does the organization receive federal funding as it relates to the work you would be performing?      Yes

10. Will you receive anything of value from this organization for this activity?

Yes      No    If yes, please check all that apply:

- |                        |                                |
|------------------------|--------------------------------|
| Salary                 | Loans                          |
| Honoraria              | Travel costs                   |
| Consulting Fee         | Gifts or other things of value |
| Expense Reimbursements | Royalties                      |
| Hourly Wages           | Other                          |

Provide additional details, to include amounts, frequency, etc. of anything of value to be received:

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11. Do you have any intellectual property that will be used or licensed to this organization?

Yes      No    If yes, please provide relevant details:

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12. Will students, interns, trainees, post-doctoral students or other USG employees participate in the activities of this organization?      Yes      No    If yes, please provide relevant details:

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13. Is the organization related in any way to current or proposed research in which you are involved?      Yes      No    If yes, please provide relevant details:

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14. Will any USG property or resources be used in the execution of your activities with this organization?      Yes      No    If yes, please provide relevant details:

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15. What is your estimated annual time commitment for this organization in number of days per year,

16. Will your efforts on behalf of this business or organization take place during your regular work hours?      Yes      No      Partially

If yes or partially, do you plan to take appropriate leave?      Yes      No      Please explain:

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I hereby swear or affirm that the information provided below is true and correct to the best of my knowledge.

\_\_\_\_\_  
Institution President's Signature

\_\_\_\_\_  
Date

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To be completed by authorizing representatives:

Review by Office of Ethics & Compliance and Legal Affairs:      Completed

Review by USG Chancellor:

Approved

Approved with below-listed restrictions

Disapproved

Restrictions:

\_\_\_\_\_  
USG Chancellor Signature

\_\_\_\_\_  
Date