

Instructions

- This form must be initiated by the faculty member and approved by the Chairperson/Director and Dean/Separately Reporting Director before the outside work assignment or overload assignment is authorized.
- The Chairperson/Director and Dean/Separately Reporting Director shall each retain a copy of the form.
- The beginning and ending dates on any one form must be in the same fiscal year. If the consulting/overload period extends into another fiscal year, a new form must be filed at the beginning of the new fiscal year. Outside work for pay performed during non-duty periods<sup>1</sup> must be reported but does not require the *approval* of the Chairperson/Director or Dean/Separately Reporting Director.
- This form should be submitted for every instance where outside work for pay is being performed.

Review the following before completing this form: [Outside Work for Pay \(OWP\) Policy](#), [OWP FAQ's](#), and [Conflict of Interest Policy](#).

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

Position/Rank: \_\_\_\_\_ Title (if any): \_\_\_\_\_

Primary Department Name Code Second Department Name Code

Other Department Name Code Other Department Name Code

Primary College Name Code Second College Name Code

Other College Name Code Other College Name Code

1. This work will be performed for \_\_\_\_\_ (name of firm, agency, etc.) during the period<sup>1</sup> from \_\_\_\_\_ through \_\_\_\_\_ and will involve an estimated total of \_\_\_\_\_ days during the period specified.

- This work will be performed for an entity or individual for which or whom University research has also been conducted.

<sup>1</sup> Non-Duty period is defined as the period running from May 16<sup>th</sup> through August 16<sup>th</sup> for faculty with AY appointments. If a faculty member on an AY appointment receives a summer assignment, the duration of the summer assignment is also part of the duty period. Part-time faculty with appointments between 50% and less than 100% may engage in outside work for pay so long as that work is not performed during the normal duty period. During the duty period, faculty members are expected to devote their full professional efforts to the University, including weekends and evenings

2. OWP Category:

- |   |  |   |
|---|--|---|
| <input type="checkbox"/> Professional/Privat Practice | <input type="checkbox"/> Editor                            | <input type="checkbox"/> Research Proposal                      |
| <input type="checkbox"/> Performing Arts              | <input type="checkbox"/> Expert Witness                    | <input type="checkbox"/> Reviewer or Manuscript for Publication |
| <input type="checkbox"/> Research                     | <input type="checkbox"/> Professional/Continuing Education | <input type="checkbox"/> Other                                  |
| <input type="checkbox"/> Consultant                   | <input type="checkbox"/> Lecturer                          |   |
| <input type="checkbox"/> Speaker                      | <input type="checkbox"/> Scientific/Technical              |   |
| <input type="checkbox"/> Board Member                 |  |   |

3. General description of work:

---

---

---

---

4. Explanation of how the work will enhance the faculty member’s expertise as a teacher and scholar in his/her discipline: *(not required for work performed during non-duty periods)*

---

---

---

---

5. Indicate whether the work will involve any of the following (check all that apply):

- Use of University facilities, supplies, materials, or equipment.
- Use of University intellectual property (such as University owned patents, copyrights, trademarks, or proprietary information).
- Use of University employees.
- Participation by or payment to University students.
- Research involving animals, human subjects, or radioactive, hazardous, or other regulated materials.
- Use of University information technology resources.

*If any of the above boxes are checked, additional information must be provided prior to approval.*

6. Do you or a family member have financial interest and/or ownership in the external organization for which the work will be performed?

a. If yes, please provide explanation:

Four horizontal lines for providing an explanation.

7. Describe how you will be compensated for this Outside Work for Pay:

One horizontal line for describing compensation.

I agree that this work will conform and be subject to all MSU Board of Trustees Policies, including the policies on Outside Work for Pay. In particular, I acknowledge and agree that I have an obligation to promptly report and fully disclose to the University the conception and/or reduction to practice of any inventions or discoveries I make during my outside work and that are related to my scholarly activities and expertise as a faculty member at MSU, regardless of the venue in which they are made, and that MSU holds all rights in and to such inventions and discoveries and any resulting patents. I acknowledge and agree that I am responsible for ensuring that any consulting or other agreement I enter into with an external party is not in conflict with MSU policies governing intellectual property or with regulatory or contractual obligations by which MSU is bound. I further agree that the information provided on this form is accurate and that I will immediately advise my direct supervisor of any subsequent change which makes any of the information inaccurate.

\_\_\_\_\_  
Employee's Signature Date

\_\_\_\_\_  
Primary Chairperson/Director Date      Second Chairperson/Director Date

\_\_\_\_\_  
Other Chairperson/Director Date      Primary Dean/Adm. Head Signature Date

\_\_\_\_\_  
Second Dean/Adm. Head Signature Date      Other Dean/Adm. Head Signature Date