Academic Forms On-line
Outside Activity Requests

PRIOR APPROVAL FOR COMPENSATED OUTSIDE PROFESSIONAL
ACTIVITIES (CATEGORY I) OR FOR INVOLVING STUDENTS IN
OUTSIDE PROFESSIONAL ACTIVITIES
SAMPLE FORM ONLY
FORM WILL NOT WORK/INVALID FORM

1. General description of the business/agency/organization/group/individual:

2. Activities/products/services of entity described in 1 above:

3. Nature of your relationship to entity named in 1 above (check all that apply):
   □ Owner   □ Consultant   □ Stockholder/partnership interest
   □ Board Member   □ Equity/royalty interest   □ Salaried Employee
   □ Other, please explain:

4. Type of activity in which you will be involved:
   Category I Activities
   □ Executive/managerial role
   □ Outside teaching or research activity
   □ Salaried Employee
   Other potential conflict of commitment
   Other Activities Requiring Approval
   □ Involving students in outside activities
   in which you have a financial interest

5. Description of the nature of your (or your student's) participation in this activity, including, if
   you wish, possible beneficial outcomes to areas of research, industry, and public service (or to
   your student's education). (1000 characters remaining, you may also attach a document)

Attach document [ ] [ ] Browse... pdf, rtf and MS Word files only - size limited to 1 MB

6. Beginning/ending month/year you could be involved in this activity:
   Beginning: [ ] / [ ] (yyyy) Ending: [ ] / [ ] (yyyy)

7. Fiscal year(s) for which seeking approval:*
   Begin: 2011  End: 2011

* Note: Approvals are generally for one fiscal year but may be granted for longer term, not to exceed five years.

8. Estimated number of days’ involvement during academic or fiscal-year appointment:**

** For full-time faculty: up to 48 days if fiscal year appointment, up to 39 days if academic year
appointment and during the academic year (see UC APM §025-10.6 for more details)

9. Do you wish to take a full- or part-time leave while engaged in this activity?

Submit  Draft  Undo Changes
The request to engage in a Category I activity requires all fields to be filled out although question 5 does not require text if a document is attached.

More than one box can be checked for questions 3 & 4. If ‘Other’ is selected for question 3 then the explanation field must be filled out (note that referencing question 5 will allow the form to continue).

The form does not allow retroactive approval. One impact of this is the beginning year/month in question 6 cannot be prior to the current date.

Approval may be requested for more than one fiscal year up to five fiscal years.

Direct Link:
https://academicpersonnel.ucdavis.edu/FormsOnLine/Forms.cfm?Display=OutsideActivity