

# 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). (  characters remaining, you may also attach a document)

Attach document   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:  End:

\* 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.b for more details)

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

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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.

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 option   pdf and MS Word documents only - file size limited to 1 MB

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).

3. Nature of your relationship to entity named in 1 above (check all that apply):

- |  |  |   |
|--|--|---|
| <input type="checkbox"/> Owner                                       | <input type="checkbox"/> Consultant              | <input type="checkbox"/> Stockholder/partnership interest |
| <input type="checkbox"/> Board Member                                | <input type="checkbox"/> Equity/royalty interest | <input type="checkbox"/> SalariedEmployee                 |
| <input type="checkbox"/> Other, please explain: <input type="text"/> |  |   |

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

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>