

Frequently Asked Questions (FAQ) Regarding Completing the Annual Report on Outside Professional Activities

Who must report?

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

What types of activities must be reported?

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

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. Guidelines for what constitutes a significant activity are to be determined by each unit head, in consultation with the unit's faculty and/or staff, and with the approval of the Dean or next level administrator. Among the types of factors that might be taken into account by a 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 UMCP duties, and/or the type of outside entity involved.

Outside: Refers to activities performed for individuals or entities other than the University of Maryland, College Park ("UMCP"). Work performed as part of UMCP assigned job duties for UMCP salary is not considered outside activities and should not be included.

Outside entities include: 1) individuals, businesses, non-profit organizations, government agencies and other entities unrelated to the University or the State of Maryland; 2) **Maryland State Agencies** and other **University System of Maryland (USM) Institutions**; and 3) **USM and UMCP Foundations**. (Bold terms are explained further below).

Professional: Refers to the general professional responsibilities of an employee at UMCP. 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.

Should consulting for UMCP be included in the Report?

No, such work does not need to be reported in the Annual Report on Outside Professional Activities. However, you should be aware that payment (other than normal University salary) for consulting or other professional services rendered to or within UMCP is generally not permitted; and exceptions must be approved in advance, in writing, by the unit head and the President or designee. The approval process for such payments will vary depending on the type of work involved.

For consulting or other services rendered to UMCP or one of its units, other than work on a **UMCP sponsored project**, approval should be requested, as appropriate, through the [salary overload processes](#) administered by Academic Affairs for faculty or Human Resources for staff.

Payment for work on **UMCP sponsored projects** (other than summer salary or faculty buyout payments) that would constitute payment above UMCP rate of pay must be approved in advance by the President, and approval will be granted only in unusual or exceptional circumstances. To request such approval, you should complete the [Request for Presidential Waiver for Paid Consulting for a Contract or Grant Administered by UMCP](#) and submit it to your unit head.

UMCP Sponsored Project: Includes all University contracts and/or grants (research, consulting, service or otherwise) administered through the Office of Research Administration and Advancement (ORAA).

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 or patient 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, other USM institutions, and UMCP or USM foundations, 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. **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. To obtain such approval, you should complete the [Advanced Permission Form for Consulting for Maryland State Agencies](#) and submit it to your unit head.

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; University of Maryland Center for Environmental Science; and University of Maryland Biotechnology Institute.

Paid Work for UMCP or USM Foundation: You should indicate if an activity involves paid work for the University of Maryland Foundation, University of Maryland, College Park Foundation, Maryland Educational Foundation, M Club Foundation, Robert H Smith School of Business Foundation, University Research Corporation International, and any other foundation affiliated with UMCP or USM and recognized pursuant to Board of Regents policies, BOR IX-[2.00](#) and [2.01](#)

Note: Advance approval is required for paid work for University affiliated foundations. The approval process is the same as used for salary overload authorization. Advance approval is to be obtained from the Provost for faculty and from the Director of Human Resources for staff. To obtain such approval, you should complete the Advanced Permission Form for Consulting for University Affiliated Foundations and submit it to your unit head.

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. A different method of reporting hours may be specified, based upon vice presidential directive.

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 unit head. The unit head has the initial authority to determine whether an activity is subject to disclosure in the Annual Report, in accordance with the Policy Conflict of Interest and Commitment and University and unit guidelines.

It should also be noted that the Annual Report is only one of the avenues of disclosure mandated in the University's [Policy on Conflict of Interest and Commitment \(II-3.10\(A\)\)](#). In addition to the Annual Report, faculty and staff members are obligated to: keep their unit heads informed in adequate detail and in timely fashion regarding all significant outside professional activities, service on external committees, and other special assignments, whether within or outside of the University; discuss with their unit heads the assumption of significant professional outside activities that are new in scope or kind, including patent arrangements, before entering an agreement to undertake them; and initiate the reporting procedures outlined in University's [Procedures on Conflict of Interest and Conflict of Commitment \(II-3.10\(B\)\)](#) whenever they have reason to believe a relationship or situation may involve a real, potential, or apparent conflict of interest.

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

The existence of a potential conflict of interest is not necessarily a problem, so long as it is promptly disclosed and addressed in accordance with the University's [Procedures on Conflict of Interest and Conflict of Commitment \(II-3.10\(B\)\)](#).