



THE UNIVERSITY OF TENNESSEE FOUNDATION, INC.
EMPLOYEE OUTSIDE INTEREST DISCLOSURE FORM

NAME _____ PERSONNEL NO. _____
TITLE _____ CAMPUS/INSTITUTE _____
DEPARTMENT _____ COST CENTER _____

Instructions: This form is for the University of Tennessee Foundation employees who are leased from UT to disclose outside interests policy (Policy FI0125). An interest must be disclosed if it:

1. Exists at the time of this filing;
2. Existed during the previous twelve months; or
3. Is expected to be acquired during the next twelve months.

Please answer the questions below, then print, sign, and date the form. Give the completed forms to your supervisor for completion of the Review Section and transmittal to the appropriate office according to campus/institute procedures. If you have any questions, please contact the UTFI HR Office or the Chief Operating Officer.

YOUR INTERESTS

- | | YES | NO |
|--|--------------------------|--------------------------|
| 1. Do you hold an office, directorship, or employment in an outside organization? | <input type="checkbox"/> | <input type="checkbox"/> |
| Name of organization(s): _____ | | |
| Position(s) held: _____ | | |
| Business of the organization(s): _____ | | |
| If officer or director, list the amount of compensation: _____ | | |
| 2. Do you receive consulting income or honorariums totaling \$10,000 or more from a single source? | <input type="checkbox"/> | <input type="checkbox"/> |
| Source(s): _____ | | |
| Business of the organization(s): _____ | | |
| Total compensation from each source: _____ | | |
| 3. Do you hold any intellectual property rights (patents, trademarks, or copyrights): (a) from which you receive income by license, sale, or allowing others to use the intellectual property; (b) which you use in a business or outside venture; or (c) which you allow others to use in a business or outside venture? (This question does not require the reporting of scholarly articles, letters to the editor, or other non-commercial use of intellectual property created or owned by the employees.) | <input type="checkbox"/> | <input type="checkbox"/> |
| Description of rights: _____ | | |
| _____ | | |
| _____ | | |
| 4. Do you hold more than 5 percent financial interest in any outside venture (including publicly held corporations)? | <input type="checkbox"/> | <input type="checkbox"/> |
| Name of venture(s): _____ | | |
| Business of the organization(s): _____ | | |

- | | YES | NO |
|--|--------------------------|--------------------------|
| 5. Have university employees or students performed any personal services for you?
Services performed: _____
Name of employee(s): _____
Name of student(s): _____ | <input type="checkbox"/> | <input type="checkbox"/> |
| 6. Does any organization or venture listed in your response to items 1-5 compete or do business directly or indirectly with the university? If so, please explain: _____
_____ | <input type="checkbox"/> | <input type="checkbox"/> |
| 7. Are your responsibilities for any of the organizations or ventures listed in your response to items 1-5 similar to or potentially affected by your university responsibilities? If so, please explain: _____
_____ | <input type="checkbox"/> | <input type="checkbox"/> |

INTERESTS OF SPOUSE, PARENTS AND CHILDREN

- | | | |
|--|--------------------------|--------------------------|
| 8. Do your parents, spouse, or children hold an office, directorship, or employment in an outside organization that conducts business with the university or that would be affected by your university responsibilities?
Name of organization(s): _____
Position(s) held: _____
Business of the organization(s): _____ | <input type="checkbox"/> | <input type="checkbox"/> |
| 9. Do your parents, spouse, or children receive consulting income or honorariums totaling \$10,000 or more from a single source that conducts business with the university or that would be affected by your university responsibilities?
Source(s): _____
Business of the organization(s): _____
Total compensation from each source: _____ | <input type="checkbox"/> | <input type="checkbox"/> |
| 10. Do your parents, spouse or children hold intellectual property rights (patents, trademarks, or copyrights): (a) from which they receive income by license, sale, or allowing others to use the intellectual property; (b) which you use in a business or outside venture; or (c) which they allow others to use in a business or outside venture? (This question does not require the reporting of scholarly articles, letters to the editor, or other non-commercial use of intellectual property created or owned by your parents, spouse, or children.) | <input type="checkbox"/> | <input type="checkbox"/> |
| 11. Do your parents, spouse, or children hold more than a 5 percent financial interest in any outside venture (including publicly held corporations) that competes or does business with the university or that would be affected by your university responsibilities?
Name of venture(s): _____
Business of the organization(s): _____ | <input type="checkbox"/> | <input type="checkbox"/> |
| 12. Have students or university employees performed any personal services for your spouse or children?
Services performed: _____
Name of employee(s): _____
Name of student(s): _____ | <input type="checkbox"/> | <input type="checkbox"/> |

13. Describe any actual or potential conflicts between the outside interest or activities disclosed on this form and your duties and responsibilities to the university and sponsoring organizations. Also, please provide any other information about outside interest that you wish to disclose.

I understand that if I acquire an interest during the year that requires disclosure, I will take the initiative to disclose it. I also understand that I must complete a new form annually as long as an interest I have previously disclosed exists. I acknowledge that I have read and understand the university's conflict of interest policy and have made all necessary disclosures.

Employee

Date

**YOU MAY EMAIL TO YOUR SUPERVISOR IF SIGNED ELECTRONICALLY
OR, FORWARD HARD COPY SIGNED FORM TO IMMEDIATE SUPERVISOR**

