

APPENDIX A
UNC Charlotte Policy Statement #11

REPORT OF ACTIVITIES AND RELATIONSHIPS WITH ENTERPRISES
SPONSORING UNIVERSITY ACTIVITIES OR DOING BUSINESS
WITH THE UNIVERSITY

Employees responding affirmatively to one or more of Questions 1-4 on the Annual Evaluation Form for Possible Conflict of Interest or Commitment ("Conflict Evaluation Form") must complete the reporting process by providing the information requested in Appendix A. If additional space is needed, attach separate sheets labeled "Appendix A Continued" and note the number of the item for which additional information is provided. A separate form should be used to report relationships with each enterprise or corporation.

Name:

Title & Rank: Department/Unit:

Campus Address: Campus Telephone:

If you answered YES to Question 1 on the Conflict Evaluation Form, complete ITEMS 1-3 & 6.

1. Type of Board, Board Committee, executive or other employment position held by you or your family member.

2. Describe the responsibilities of this relationship.

3.a. Describe the University activities funded by this enterprise in which you are a participant.

- 3.b. Specify the type of funding, gifts, gratuities, fees, or other compensation (direct or deferred) received by you from the enterprise during the last 12 months.

If you answered YES to Question 2 on the Conflict Evaluation Form, complete ITEMS 4 & 6.

- 4.a. Describe the nature of the financial interest in the enterprise and/or the scope and nature of your duties as a consultant (if applicable).

- 4.b. If you or a member of your family has a financial interest, other than a consulting relationship, is the interest's or share's total market value greater than \$10,000 or do the interest or shares represent an ownership interest of 5% or more?

- 4.c. What is the duration of the sponsored research, testing or service? Of your consulting contract (if applicable)?

If you answered YES to Question 3 on the Conflict Evaluation Form, complete ITEMS 5 & 6.

- 5.a. Describe the University position you hold in which you supervise, select, or evaluate goods or services provided to the University by the enterprise or in which you refer University business to the enterprise.

- 5.b. List the service/business involved.

- 5.c. If the enterprise competes with services provided by the University, describe these services.

If you answered YES to Question 4 on the Conflict Evaluation Form, complete ITEM 6.

6. Provide a discussion of the activities and actions or safeguards you propose to take to prevent your activities from affecting your objectivity as a University employee and otherwise to protect University interests.

I certify that all of the above information is correct and that I will promptly update information as changes occur.

SIGNATURES:

Employee Signature _____ Date _____

Department Chair _____ Date _____

Dean (where applicable) _____ Date _____