

External Activities Guide

If you have any affiliations, activities, and/or interests with any external entities, organizations, or institutions that are related, or reasonably appears to be related, to your Institutional Responsibilities at CU Boulder, including but not limited to the following activities listed below, reference this table and the corresponding footnotes for next steps and more information.

COIC	Conflict of Interest and Commitment Office
OCG	Office of Contracts and Grants
OEC	Office of Export Controls
VP	Venture Partners

Activity	COIC	OCG	OEC	VP
EXTERNAL AFFILIATIONS & APPOINTMENTS <ul style="list-style-type: none"> Current or planned; Paid or unpaid; Domestic or foreign; Affiliations, activities or appointments with any external entities, organizations or institutions... ...related, or reasonably appears to be related, to your Institutional Responsibilities at CU Boulder <p>EXAMPLE: Adjunct, visiting, honorary, board member, editor, part-time, etc.</p>	X ⁰	X	X ⁱ	X
FAMILY TIES - EXTERNAL AFFILIATIONS & ACTIVITIES <p>Family member(s)⁺ have...</p> <ul style="list-style-type: none"> Current or planned; Paid or unpaid; Domestic or foreign; Affiliations or activities with any external entities, organizations or institutions... Related, or reasonably appears to be related, to your Institutional Responsibilities at CU Boulder. <p>EXAMPLE: Voluntary, part-time or full-time position/affiliation with a research sponsor, start-up company with your IP, or industry partner related to your area of expertise and/or institutional responsibilities at CU.</p>	X	-	X ⁱ	-
OWNERSHIP INTERESTS <p>Ownership interests in any external entities, including privately-owned or publicly-traded entities.</p> <p>EXAMPLE: equity, stock options, stock, etc.</p>	X	-	X ⁱ	-
CURRENT & PENDING SPONSORED PROJECTS <ul style="list-style-type: none"> Any project (proposal) currently under consideration for sponsorship from whatever source; All current and ongoing projects; Funded or unfunded; Domestic or foreign; Whether support is provided through the proposing organization, another organization or directly to the individual. <p>EXAMPLE: fellowships, grants, contracts, subcontracts, sponsored services, proposals under review, etc.</p>	-	X	-	-
FOREIGN TALENT RECRUITMENT PROGRAM <p>Compensation (cash, research funding, honorific titles, career advancement opportunities, promised future compensation, etc.) provided by a foreign entity to the targeted individual in exchange for the individual transferring knowledge and expertise to the foreign entity.</p> <p>EXAMPLE: List of China's Talent Programs</p>	X ⁰	X	X ⁱ	-
GIFTS <p>Any item having monetary value that is given to the <u>individual</u> (whether provided in-kind, by purchase of a ticket, payment in advance, or reimbursement after the expense has occurred) by an external entity <u>without any expectation of anything in return</u>.</p> <p>EXAMPLE: gratuity, favor, discount, entertainment, hospitality, loan, forbearance, license, special access, equipment time, samples, research data, services, training, transportation, local travel, lodging, meals, research hours</p>	X	-	-	-
IN-KIND CONTRIBUTIONS <p>In-kind contributions (anything of value not in the form of cash) from an external entity <u>with an associated time commitment</u>.</p> <p>EXAMPLE: free or subsidized use of space/offices/laboratories, equipment, materials, support services, visiting researchers or other personnel, intellectual property rights, sponsored travel, etc. in exchange an individual's time/effort.</p>	X	X	X ⁱ	-
EXTERNAL CONSULTING ACTIVITIES <p>Consulting or business arrangements that fall outside the individual's University appointment.</p> <p>EXAMPLE: Advising, mentoring, editing services, speaking engagements, any other business activity outside the scope of your University appointment, etc.</p>	X ⁰	X	X ⁱ	X
TRAVEL <p>Travel supported/paid/reimbursed by an external entity.</p> <p>EXAMPLE: Conference/workshop attendance, research collaboration meeting, performance of research/teaching activities, speaking engagement, etc.</p>	X	-	X ⁱ	-
INTELLECTUAL PROPERTY <p>Startup companies based on organization-licensed or non-organization-licensed IP; external entities granting rights to or paying royalties for IP.</p>	X	-	X ⁱ	X
VISITING SCHOLARS, STUDENTS, ETC. <p>Hosting visiting scholars, students, tour groups or other individual from an external entity.</p>	X ⁰	-	X ⁱ	-

COIC X = Disclose this activity in your annual [DEPA](#) form or update your DEPA form to include this activity within 30 days of a status change.

- Refrain from using University facilities/space to privately benefit you or an external entity with whom you have a **Significant Interest**^{*}, unless you have first disclosed the **Significant Interest**^{*} and obtained written approval from your Supervising Authority and a written lease agreement from University Real Estate Services.
- Refrain from diverting contracts/opportunities or using other University resources to privately benefit you or an entity unless you have first disclosed the **Significant Interest**^{*} and obtained approval from your Supervising Authority and a written agreement from an authorized and disinterested University official. [See APS 4014 Fiscal Roles and Responsibilities](#) & [Academic and Researcher COI Policy & Standards](#)
- Complete the Procurement Service Center's [Conflicts of Interest Evaluation Form](#) prior to making any purchase or requesting any purchase that may involve an actual, potential, and/or perceived conflict (e.g., that may privately benefit you, your immediate family, or an entity); provide the completed form, along with information regarding the **Significant Interest**^{*} to your Supervising Authority; and use University procurement and purchasing services, processes, and pricing only for the benefit of the University.
- Other resources to navigate Conflicts of Interest and Commitment: [FAQs & Forms, Checklists, Contacts & Links](#)
- Gifts:** [Amendment 41](#) to the [Colorado Constitution](#) prevents university employees (as public employees) from accepting gifts valued at more than \$65.

OCG X = If you are Key Personnel (PI, Co-PI, Senior Personnel) on a sponsored project award or proposal, these activities must be disclosed to the sponsor(s).

- Check the [External Activities Disclosure Guide](#) to ensure the external activity has been disclosed appropriately.
- See OCG's [Disclosing Other Support](#) and [External Activities Disclosure & Foreign Talent Recruitment Program](#) pages for more information.

OEC X = Contact the [Office of Export Controls](#) for [guidance](#) on export control regulatory compliance: exportcontrolhelp@colorado.edu

VP X = Contact [Venture Partners](#) for questions and assistance relating to inventions, intellectual property and formation of new startup companies: vpcontact@colorado.edu.

- Include Venture Partners' [Standard Addendum for Consulting and Third Party Employment](#) into any external consulting or employment agreement in order to avoid conflict with the University's Intellectual Property Policy.

⁺ = For the purposes of this policy, any family member with whom you have a close relationship that could cloud your judgement. Family members include, but are not limited to, spouse, parents (yours or spouse's), child, sibling, son/daughter-in-law, step relatives, domestic partner, and/or relatives of domestic partner in any relationship stated above.

ⁱ = Only contact the Office of Export Controls if the activity has a **foreign/international component or entity involved**.

⁰ = Disclose activity to, and if necessary, receive approval from your Supervising Authority (department head, dean, etc.). If you are participating in External Consulting Activities, complete the [Application for Approval of Regular and Periodic Consulting Activities](#) (tenured/tenure-track faculty) or the [Request to Engage in Outside Employment](#) (all other University employees).

^{*} = A **Significant Interest** is a Financial Interest or other personal interest received from or held in an entity outside of the University that reasonably appears to be related to the Discloser's Institutional Responsibilities.