**Interim reporting of outside professional activities for researchers – example disclosure form**

Individuals should complete and submit to School/department designee for each relationship/entity.

1. Identify supporting entity:
2. Describe your scope of work/activity, the responsibilities you will perform under the arrangement with the above entity (attach agreement (include translation) when with a foreign entity; if no agreement, indicate as such):
3. Describe the in-kind support or contributions that will be provided by the above entity:
4. Estimate effort and when the activity will occur:
5. Describe potential overlap with institutional responsibilities or basis for no overlap:
6. Are these activities related to federal funds and/or will your federally funded research be cited in work related to these activities?

\_\_ No \_\_ Yes If yes, describe:

1. Identify applicable federal agencies from which you have funding and/or a senior or key person (alternatively, attach an up to date other support/current and pending support):
2. Did you (check all that apply):

* Utilize [Guidance for Personal Agreements with Foreign Entities](https://research.wustl.edu/wp-content/uploads/2020/01/Personal-agreement-best-practices-revised-12-15-2020.pdf)
* Update your financial disclosure statement, as appropriate, for any activity potentially related to your institutional responsibilities that provides personal remuneration. Examples include, living allowances; “consulting” to be a PI on a grant; honorariums; paid sabbaticals, and personal activities during summer months for 9-month appointments. Refer to [disclosure requirements](https://research.wustl.edu/financial-interests-to-disclose/) for complete details.
* Screen the entity and affiliated individuals/collaborators through the Export Control Office [ovcrexportcompliance@wustl.edu](mailto:ovcrexportcompliance@wustl.edu)
* Review applicable federal agency reporting requirements and have a clear understanding of your reporting obligations

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Print Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Department Designee Review**

1. Summarize basis for determination whether there is a conflict of commitment or potential for scientifitic or resource overlap with the indivdiual’s research activities; if the situation creates a conflict, summarize how it was addressed:
2. Confirm relationship complies with:
   * [Guidance for Personal Agreements with Foreign Entities](https://research.wustl.edu/wp-content/uploads/2020/01/Personal-agreement-best-practices-revised-12-15-2020.pdf) (when applicable)
   * [Consulting Privileges Policies](https://facultyinformationhandbook.wustl.edu/consulting-privileges/) (when applicable)

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Print Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_