

University of Virginia School of Medicine Approval of Outside Activities and/or External Consultancies ("AOA Form")

This form is to be used for consulting activities contracted between a faculty member and an external entity.

School of Medicine (SOM) policy requires that this form be completed and submitted for approval prior to entering into an agreement with an external entity for consulting services or other outside activities.

Procedure:

- Complete this form
- Attach a copy of the offer letter or proposed agreement provided by the external entity
- Obtain department chair's signature
- Submit to the Office of Grants and Contracts (somogc@hscmail.mcc.virginia.edu) for review and approval
- This form can be completed and signed using Adobe Acrobat

An initial response from the Office of Grants and Contracts should be expected within five working days of the date of submission.

FACULTY INFORMATION	
Name:	
Department:	
Administrative Contact:	

EXTERNAL ENTITY	
Name:	
Administrative Contact:	
Contact email:	

SERVICES TO BE PROVIDED	
Describe below the proposed consulting or other outside activities and how the proposed consulting or other outside activities are related to the teaching, research, patient care, or service mission of the School of Medicine. <i>This must be consistent with the description of services in the proposed agreement.</i>	
Number of days to complete the activity (e.g., 2 days per month for 6 months)	

SERVICES TO BE PROVIDED	
Duration of the proposed contract	
Proposed compensation, for example: <ul style="list-style-type: none"> • Hourly rate and total hours • Daily rate and total days • Fixed payment for the project • Royalties • Equity (shares, options) to be received 	
Is this a renewal of a prior agreement?	
INTELLECTUAL PROPERTY	
Does the proposed agreement involve intellectual property that the University has determined is the product of "University research" as defined in the University of Virginia Patent Policy or that has been assigned to the University?	
Does the proposed agreement involve research in a field in which the faculty member is presently engaged at the University, or research otherwise related to his/her University duties and responsibilities?	
UNIVERSITY RESOURCES	
Is there planned use* of any University resources such as computers, office space, laboratory equipment, patient data, access to Medical Center clinical areas, e-mail/internet service, telephone, fax, personnel, or mail services in the performance of the activity?	
* Excludes <i>de minimis</i> use to coordinate the activity	
POTENTIAL CONFLICT OF INTEREST	
Do you, your spouse, or any member of your immediate family either: (a) own more than 3% of the equity of the external entity if publicly traded; (b) own any equity in the external entity if privately held; or (c) receive or reasonably expect to receive more than \$5,000 annually from the external entity?	
Are you currently participating in any research that 1) is sponsored by the external entity with which you wish to consult and/or 2) involves evaluation of a product being developed or sold by the external entity? If so, does the project involve human subjects?	
Is your most recent report of external financial interests accurate and up to date?	
Do you have any other consulting arrangements with this external entity, other than the proposed arrangement that is the subject of this approval form?	

Important Considerations

- Review of this request by the department chair and the SOM Dean’s Office will focus on compliance with University policies and ensuring the faculty member’s ability to carry out his/her responsibilities as a SOM faculty member. Approval does not reflect an endorsement by the institution of either the outside activity or the outside entity. Due diligence, performance of

any contractual obligations, and compliance with all University policies regarding outside activities and the Virginia [State and Local Government Conflict of Interests Act are the faculty member's responsibility.](#)

- The University assumes no liability or responsibility for consulting agreements between an individual faculty member and an external entity and does not provide legal, financial, tax, or business advice to faculty members. The faculty member should consider consulting his/her own attorney, business and tax advisor, or personal insurance provider to discuss appropriate coverage.
- Income >\$5,000 received within a twelve-month period must be reported to the School of Medicine and may create a conflict of interest in related research, requiring a management plan from the UVA Conflicts of Interest Committee. Income >\$10,000 received within a twelve-month period may bar the faculty member from participating in human subjects research, per the UVA "rebuttable presumption." Certain levels of ownership interest also must be reported and may create a conflict of interest in related research. See the Health System policy referenced below for detailed information on what financial interests must be reported, how these might create financial conflicts of interest, and how conflicts of interest can be managed.

Relevant policies

- [SOM policy, "External consulting and professional activities"](#)
- [Health System policy, "Conflict of interest and conflict of commitment"](#)

Acknowledgment

I have read and understand the policies listed above and acknowledge that any agreement I enter into with an external entity for outside activities must comply with these policies.

Faculty Member's Name

Signature

Date

Approvals:

Department Chair

Dean's Office, School of Medicine