

## School of Medicine

### Request for Review of Outside Faculty Consulting Agreement

#### **Instructions**

Outside professional activity is defined by the Health Sciences Compensation Plan as work *personally* provided by a faculty member that is beyond the scope of the faculty member's University employment. Faculty may request UCSF review of a proposed consulting agreement for compliance with policy related to the UC Patent Agreement and disclosure of information.

Faculty who are requesting review of a proposed outside consulting agreement should complete Part 1 of this form, then e-mail it along with the proposed agreement to [SOMConsultingAgreements@ucsf.edu](mailto:SOMConsultingAgreements@ucsf.edu). *A clear, complete description of the nature and scope of services must be included in the proposed agreement in order for the agreement to be reviewed.*

Please note that the average time for review may be two to four weeks.

#### **Part 1 – To Be Completed by the Faculty Member**

Faculty Member Name \_\_\_\_\_  
 Home Department \_\_\_\_\_  
 Contact telephone number \_\_\_\_\_  
 E-mail address \_\_\_\_\_  
 Company or Entity Name \_\_\_\_\_

Check the appropriate answer:

**Yes    No**

- |                          |                          |  |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | 1. Do any of the activities described in the scope of services conflict with the outside professional activities that are allowed under your department's Compensation Plan?                       |
| <input type="checkbox"/> | <input type="checkbox"/> | 2. Are the activities included in the consulting activity related to any research projects that have been or are currently funded by the Company/Organization (or its affiliates or subsidiaries)? |
| <input type="checkbox"/> | <input type="checkbox"/> | 3. Do you plan to use any University funds or facilities to provide the consulting activities described in the proposed agreement?   |
| <input type="checkbox"/> | <input type="checkbox"/> | 4. Do you have any existing Invention Disclosures or an IP portfolio that may relate to the proposed agreement?  |

Please provide additional information or clarification for any questions to which you answered 'Yes'.

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

I understand that the proposed agreement is a personal consulting agreement between a third party and myself. The University is not a party to this agreement.

I agree not to use University resources and/or personnel in my performance of this agreement.

I also understand that:

- i. the review provided by University personnel of the proposed consulting agreement is solely for the purpose of reviewing for potential conflicts with my obligations to the University;
- ii. University personnel may not negotiate the agreement on my behalf;
- iii. The comments provided by University personnel do not constitute legal or other advice on the contractual terms between myself and the third party engaging me for my consulting services.

\_\_\_\_\_  
 Faculty Member's Signature

\_\_\_\_\_  
 Date

**School of Medicine**  
**Request for Review of Outside Faculty Consulting Agreement**

**Reviewed & Approved by Home Department:**

The Faculty member’s proposed activities are consistent with the requirements of the Department Compensation Plan and the Faculty member has no known conflicts that would preclude providing the proposed outside consulting services.

\_\_\_\_\_  
Department Chair Signature

\_\_\_\_\_  
Date

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**Part 2 - For Use by Dean’s Office Only**

SOM Dean’s Office activity and agreement review comments:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

This form and the related proposed agreement have been reviewed *as to the proposed nature and scope of services* to be provided. We have not identified any information that would preclude the faculty member from providing the proposed outside consulting services. I approve the agreement for further review by the Business Contracts Unit.

\_\_\_\_\_  
Neal H. Cohen, M.D., Vice Dean, School of Medicine

\_\_\_\_\_  
Date

After approval, Vice Dean’s Office routes the completed form, proposed outside consulting agreement and additional information to Government & Business Contracts for review. Comments will be sent directly to the faculty member.

The University recommends that the faculty member personally seek outside legal review.