

## 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 the Health Sciences Compensation Plan and other University policies including those governing intellectual property and disclosure of information.

Faculty who are requesting review of a proposed outside consulting agreement should complete Part 1 of this form, obtain the department chair’s signature on page 2, 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 is ten business days.

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

Faculty Member Name \_\_\_\_\_

Home Department \_\_\_\_\_

E-mail & telephone \_\_\_\_\_

Company Name \_\_\_\_\_

**Check the appropriate answer:**

**Yes    No**

- 1. Do any of the activities described in the scope of services conflict with the outside professional activities that are allowed under the Health Sciences Compensation Plan?
- 2. Do any of the activities described in the scope of services (or otherwise in the agreement) have a clinical care component?
- 3. 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)?
- 4. Do you plan to use any University funds or facilities to provide the consulting activities described in the proposed agreement?
- 5. 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’.

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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

**Reviewed & Approved by Home Department:**

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

\_\_\_\_\_  
Department Chair/ORU Director Signature  
(ORU Director should sign only if the faculty member belongs to the ORU compensation plan)

\_\_\_\_\_  
Date

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

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.

\_\_\_\_\_  
Amy Friedli, JD, Sr. Director, Faculty & Academic Affairs  
School of Medicine

\_\_\_\_\_  
Date

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

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