


Outside Activity Disclosure Guidance

Outside activities, relationships, or interests (“outside activities”) are those endeavors you undertake with an external entity/organization which rely upon, or utilize, the professional expertise that you provide to U-M.



Whether your U-M appointment is full time, part-time, or less than 12 months, you are responsible for disclosing outside activities for you, your spouse, domestic partner, and/or dependent children when:

- The outside activity relies upon or utilizes your area of expertise, scholarship, or employment;
- The outside activity has the potential to influence your U-M duties (i.e., research, teaching, clinical, or public service); or
- The external entity conducts business with U-M

In general, outside activities fall into the following six categories. Within each category there are specific activities to disclose and not disclose. Use the chart below as guidance when disclosing your outside activities in M-Inform.




| Category | Disclose | Exceptions / Don't Disclose |
|---|---|--|
| <p>INTERNATIONAL ENGAGEMENTS</p>  | <ul style="list-style-type: none"> • Appointment, employment, or visiting scholar at a foreign entity (e.g., teaching a class/course, role at start-up, directing a program, lab work, or other services typical for an employee or professor) • Participation in a foreign talent recruitment (or similar) program • Travel paid or reimbursed by a foreign entity including academic and healthcare institutions, governments, companies, or non-profits (any dollar amount) • Research support from a foreign entity that did not route through U-M • In-kind resources (e.g., lab, office, equipment, materials, reagents, personnel, etc.) that you have access to or are using outside of your U-M role provided by a foreign entity • Grant reviewer or other advisory services for foreign institutions, organizations, and entities | <ul style="list-style-type: none"> • Visitors/trainees working in your U-M lab • Foreign financial support received by trainees in your lab <p>Although you are not required to disclose these exceptions in M-Inform, you may be required to report them in Current/Pending or Other Support documentation to funding agencies (e.g., NSF, NIH etc.).</p> |

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|---|--|--|
| <p>INTELLECTUAL PROPERTY (IP)</p>  | <ul style="list-style-type: none"> • Optioned or licensed IP developed at U-M or outside U-M • Software apps marketed by a company • Open source IP (e.g. software) • Royalties, milestones, option fees | <ul style="list-style-type: none"> • Inventions/IP that have not been optioned, licensed, or reassigned even if there is a patent • Software apps that are not marketed or sold • Book royalties |
| <p>ACTIVITIES & RELATIONSHIPS (PAID AND UNPAID)</p>  | <ul style="list-style-type: none"> • Consulting • Appointment, employment, or visiting scholar at a domestic or foreign entity (e.g., teaching a class/course, role at start-up, directing a program, lab work, or other services typical for an employee or professor) • Advisory role (e.g., scientific advisory board, data and safety monitoring board) • Board of Directors, Corporate Officer, Trustee, or other position with fiduciary responsibility • Leadership role in a professional society • Speaking engagements (see exceptions) • In-kind resources (e.g., lab, office, equipment, materials, reagents, personnel, etc.) that you have access to or are using outside of your U-M role provided by a foreign or domestic entity | <ul style="list-style-type: none"> • Speaking engagement and/or travel that is: <ul style="list-style-type: none"> ○ Supported by a U.S. federal, state, or local government agency ○ Supported by a U.S. academic institution that is public or non-profit and accredited, or said academic institution's affiliated hospital, medical center, or research center • Professional society activity: <ul style="list-style-type: none"> ○ Membership ○ Service that is not paid nor involves paid travel ○ Speaking at or travel to national annual meetings, forums, congresses (under \$5,000 in a 12-month period from a single entity*) ○ Activities or relationships that are not related to your U-M expertise • Reviewer of books or journal articles |

*Keep in mind that if you travel, speak, and/or perform grant reviews for a single entity multiple times over the course of any rolling 12-month period, the \$5,000 threshold may be exceeded and such activities will need to be reported. Travel, speaking, and/or performing grant reviews for a **foreign entity** should be disclosed, regardless of dollar amount.

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| <p>OWNERSHIP INTEREST (EQUITY, STOCK, STOCK OPTIONS)</p>  | <ul style="list-style-type: none"> • Ownership (e.g., stock, stock options, LLCs, etc.) in a company (including start-up companies) • Ownership of 5% or greater of a publicly-traded company that conducts business with the U-M (e.g., sponsors research, contracts, vendor/supplier of purchases) | <ul style="list-style-type: none"> • Ownership (e.g., stock, stock options) less than 5% of a publicly-traded company not related to you U-M responsibilities or research. • Mutual funds, retirement funds, and similar investments where you do not control the investment decisions within the portfolios at the level of specific companies |
| <p>PAYMENTS, GRANTS, & CONTRACTS</p>  | <ul style="list-style-type: none"> • Royalties, milestones, option fees • Payments from professional societies for services • Loans and loan repayment • Travel expenses reimbursed directly to you by a single domestic outside organization of \$5,000 or above in aggregate in a 12-month period* • Gifts from outside entities | <ul style="list-style-type: none"> • Payments for service as a U.S. federal, state, or local government agency grant/study section reviewer • Effort (paid or unpaid) on a research or sponsored project routed through U-M (e.g., sponsored research, other sponsored activities, U-M funded research, unfunded agreements, or other payments to U-M resulting from a U-M contract) • Financial support (domestic or foreign) received by trainees in your lab (although foreign support may be required in Other Support reports to funding agencies) • Domestic travel (under \$5,000 in a 12-month period from a single entity*) • Travel paid by U-M or yourself |
| <p>ADDITIONAL ROLES</p>  | <ul style="list-style-type: none"> • Research at an outside entity (that is not part of your U-M research) • Editor of journals or other publications • Expert witness or other legal service • Grant reviewer (see exceptions) | <ul style="list-style-type: none"> • Reviewer of books or journal articles • Grant reviewer for U.S. governmental agencies (any dollar amount) or U.S. non-profit entities (under \$5,000 in a 12-month period from a single entity*) |

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