

College of Medicine Faculty Outside Activities Guidance

Introduction

The College of Medicine (COM) encourages faculty to engage in outside activities that are clearly related to the mission of the university and the expertise of the faculty member, provide direct or indirect benefit to the university, and do not entail a conflict of interest as defined in the University's Outside Activity and Conflicts Policies. Faculty are responsible for understanding and abiding by all applicable policies related to outside activity agreements.

General Guidelines

- Faculty at 1.0 FTE may not spend more than 416 hours (8hrs/week on average) of on-duty time per fiscal year on outside activities.
- Total compensation cannot exceed 75% of faculty's total university compensation.
- Use of university staff (e.g. assistants or administrators) to negotiate with companies, submit faculty requests, or book travel related to an outside activity is prohibited, as these agreements are personal to the faculty member.
- Facilities and services of the university may not be used in connection with outside activities.
- The college does not approve an outside activity with 'Expert Networks'. These organizations have at times been associated with insider trading, with legal consequences, and the college has determined that the risk outweighs the benefit (Examples: Guidepoint, Gerson Lehrman Group, ProSapient, Techspert).
- Surgical/Procedural Observation and Hosting activities are not approved for personal consulting.
- Outside clinical activities are generally not permissible pursuant to Section 12 of the FGP Terms and Conditions. Faculty need to follow the Exclusivity of Practice Process and receive written consent from his/her Department Chair (DC) and the Dean of COM before they can submit an Outside Activity Application Form (OAAF) for these activities.
- Faculty may be permitted to participate in Speaker Bureaus/Programs provided they adhere to section E.8 of the [OSUWMC Vendor Interaction Policy](#).
 - Slide decks must be prepared by the faculty, aside from FDA-approved slides.
 - Faculty should not be hired as a speaker if the goal of the activity is marketing a vendor's product.
- Faculty must receive approval from COM ***prior to signing*** any agreement and before engaging in any outside activity.

Faculty Submission and Approval Process

- Faculty need to complete an OAAF for each outside activity ([click 'Outside Activity Approval'](#)). Faculty are strongly encouraged to submit their applications as early as possible to allow sufficient time for thorough and timely review. The review team is committed to giving each submission the attention it deserves, and while we strive to complete reviews as quickly as possible, the exact timeframe may vary depending on the complexity of the submission and instances where the review team may be unavailable (workload, holidays,

travel, or other scheduled absences). Faculty should plan to submit well in advance and at least 2 weeks prior to the activity date. Please note that late or last-minute submission may result in delays or the forfeiture of opportunities.

- Example - Faculty may be provided with a master service agreement (MSA) as well as multiple statements of work (SOW) from the vendor, or there may be a single consulting contract or description of an upcoming outside activity. Faculty will need to submit a new OAAF for each SOW they receive or for each separate activity, and will need to attach the completed OSU IP Acknowledgement (or re-attach if already submitted with the MSA).

Attachments

- Supporting documentation is important to include for the OAAF. Only 3 documents can be attached to an application.
 - Examples of documentation – Agreement, OSU IP Acknowledgement, Emails, brochures, letters, etc.
 - Requested to be an Expert Witness? Documentation that needs to support this type of activity: OSU IP Acknowledgement; agreement or email communication with vendor requesting your services; and your Fee Schedule.
- Faculty should not upload any documents that contain restricted data. (i.e. W9s, banking information, Social Security number).
- Faculty need to make sure they provide their personal address to the outside company for their agreement. OSU's work address should never be used since this is an agreement between you and the company.
- Faculty should provide a personal email address instead of their work email address.
- The [OSU IP Acknowledgement \(Updated April 2025\)](#) must be ***signed by both parties*** and submitted with your OAAF (*wording of this document cannot be altered in any way*). This document will protect current or future IP, know-how, trade secrets or other OSU-owned intellectual property. Exceptions to signing the IP Acknowledgement can be requested and will be considered (by the Faculty Lead, Innovation ADR and Dean), but are rarely approved (ex: professional service, educational activities).
- Below are the options for signing the IP Acknowledgement:
 - Faculty will have options to print a PDF to complete the document,

- Complete a fillable PDF form, then print for signatures,
- Or request a DocuSign to be sent to you and the company (please make sure that you have the name and email address for your contact with the outside company). DocuSign requires your name.# account to login.

Application

- Faculty need to complete all questions on the OAAF.
 - Start Date and End Date Instructions:
 - One-Time Activities: Date of occurrence will be **Start Date** and **End Date**.
 - Agreements with *defined* end dates: **Start date**: Today's Date; **End Date**: Should match end date in agreement.
 - Agreements with no defined end date: **Start Date**: Today's Date; **End Date**: Last day of activity, but no later than 1 year from start date.

Once you have reviewed the guidelines above, have your draft of the consulting agreement (unsigned), and the OSU IP Acknowledgement (signed by you and the company), follow the link below to submit:

[Outside Activities Approval Form](#)

Additional Information

- Typical COM approval routing:
COMOR Business Operations Analyst > Department Chair > COMOR Faculty Lead for Research Operations & Compliance > Vice Dean for Faculty Affairs
- Faculty will receive an email letting them know if their OAAF has been approved. REMEMBER, to look carefully at this email as there are different emails faculty may receive about their OAAF.
 - Has been approved
 - If approved, faculty can move forward with executing their agreement and begin to engage in the activity.
 - Has been denied,
 - Has been elevated to the Conflict Approval Committee,
 - Does not require unit approval,
 - Application is incomplete, inaccurate, or needs to be modified.
- College of Medicine, Office of Research will retain the fully executed Faculty Consulting Form per [The University's General Records Retention Schedule](#)



Applicable Policies

[Outside Activities and Conflicts Policy](#)

[College of Medicine Patterns of Administration \(POA\)](#)

[OSUWMC Vendor Interaction Policy](#)

Contact Information

Faculty Outside Activities Policy

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