



Request for Approval of Outside Professional Work for Compensation (Form 1460)

The UW's Executive Order 57, [Outside Professional Work Policy](#) (the "Policy"), requires faculty members, librarians, and all other academic personnel to obtain University approval before engaging in any activities for which they receive compensation *directly* from an outside or non-UW source (i.e., the paycheck does not come from a UW account). Note that this does not include honoraria for certain academic or scholarly work for not-for-profit organizations, educational institutions, and governmental bodies. A full description of what constitutes outside professional work for compensation can be found in the Policy. Purely voluntary work for which no financial payment, property rights, or other tangible benefit of any sort will be received does not require approval.

Compliance with the Policy provides significant protection from potential complaints under the Washington State Ethics Act, [RCW 42.52 \(the "Ethics Act"\)](#).

Instructions for Submitting the Request

1. Fill in the blanks below and sign the Request Form.
2. Send the Request Form to your department chair or program director for review and recommendation.
3. The department chair or program director will evaluate the Request Form, make a recommendation, and submit the Request Form and recommendation to the appropriate dean, chancellor, or vice provost, for further action. Under some circumstances, review by the Provost's Office may also be necessary.
4. In all cases, following review by the dean, chancellor or vice provost, forward the signed Form 1460 for final determination to:

work1460@uw.edu OR
Office of Research, Attn: Outside Work Requests, Box 351202.

A. APPLICANT INFORMATION

Last Name		First Name		MI
<input type="text"/>		<input type="text"/>		<input type="text"/>
Employee ID (found here)	Email address		I am here on a visa: Yes <input type="checkbox"/>	
<input type="text"/>	<input type="text"/>		Visa type <input type="text"/>	
Department/Program		College/School		Campus
<input type="text"/>		<input type="text"/>		<input type="text"/>
Job Title	% FTE	Service Period (12 mo, 9 mo or other)		
<input type="text"/>	<input type="text"/>	<input type="text"/>		
Yes, I have read the Outside Professional Work Policy within the past year. <input type="checkbox"/>				
<i>If not, please do so before continuing, since failure to comply with the Policy puts you at individual risk. The Policy contains specific exemptions, conditions, and limitations. Further information may be found on the Outside Work web page.</i>				



B. OUTSIDE ORGANIZATION INFORMATION

Name of Organization

Please spell out the full name of the organization

Contact at Organization

Name

Title

Email

Phone

Deeper Involvement with the Organization

Do you or any member of your immediate family, including any significant other:

- 1. Have ownership or other Significant Financial Interest with the outside Organization (includes annual compensation >\$5,000, and as otherwise defined in UW Policy [GIM 10](#))?
- 2. Have a management position?
- 3. Participate in day-to-day operations (e.g. as an employee)?
- 4. Have other significant or continuous involvement with the outside organization that is deeper than a usual consulting relationship?

For any indicated relationships, please describe the involvement:

C. OUTSIDE ACTIVITY INFORMATION

Category of Activity *(check all that apply)*:

- | | | | | |
|---|--|---|--|---|
| <input type="checkbox"/> Professional/Private Practice (1) | <input type="checkbox"/> Performing Arts (2) | <input type="checkbox"/> Consultant (3) | <input type="checkbox"/> Speaker (4) | <input type="checkbox"/> Board Member (5) |
| <input type="checkbox"/> Editor (6) | <input type="checkbox"/> Expert Witness (7) | <input type="checkbox"/> Professional/Cont. Education (8) | <input type="checkbox"/> Scientific/Technical/Expert Advisor (9) | |
| <input type="checkbox"/> Reviewer of Research Proposals or Manuscripts for Publication (10) | <input type="checkbox"/> Other (11): _____ | | | |

Period of Work: The dates between which the work will be performed.

From (mm/dd/yyyy):

To (mm/dd/yyyy):

Number of days for activity

Describe the activities to be performed. Include the nature and scope of the activities and their relationship (or lack thereof) to your UW employment:

5. Will other UW employees or students be involved in this work?

yes no

6. Are you receiving or do you anticipate receiving any UW research funding from the organization?

yes no



D. UW RESOURCES & PROPRIETARY INFORMATION

Please refer to Section 7 of Administrative Policy Statement [59.04](#)

yes no 7. Is there a reasonable possibility that this work will result in the transfer or use (other than through a CoMotion authorized licence) of a patentable invention conceived or actually reduced to practice at the UW? If yes, describe the invention:

yes no 8. In this outside work, will you be participating in activities that are likely to result in patentable inventions? If yes, describe the activities:

yes no 9. In this outside work, will this activity require that you conduct original research? If yes, please describe the nature of the research and why it is not being conducted through a sponsored research agreement at the UW:

If the answer to questions 7, 8, or 9 is yes a [Patent Assignment Agreement](#) must be signed by you and on file with CoMotion.

NOTICE: You should carefully review any agreements with the outside Organization to be certain any terms you agree to are consistent with your obligations as a UW Employee. For further information see Presidential Orders [EO36](#) (intellectual property) or [EO57](#) (outside work for compensation)

yes no 10. I AGREE: UW employees, including faculty members, librarians, and other academic personnel, may not use UW supplies, equipment, or facilities for outside work *except* for limited uses in *approved* outside work. [APS 47.02](#) describes the scope of these limited uses. This Form is the means by which you may obtain approval of outside work, in part to authorize these limited uses. By checking "yes" you certify that you will make no more than these limited uses in any outside work approved under this form.

Applicant Signature

In submitting this request, I certify that the Statements above are truthful to the best of my knowledge.

Applicant Signature

Date



Department Chair/Dean Signatures

I am confident on the basis of the information provided that the proposed outside work:

- Will not interfere with the Applicant's primary obligations to the UW
- Is not within, or a duplication of, the UW duties of the Applicant or under the Applicant's supervision
- Does not fall within the scope of the Applicant's grant or contract funding at the UW
- If it involves consulting with another state entity, [RCW 42.52.110-120](#) have been followed
- If applicable, a deeper involvement review will be conducted pursuant to Executive Order 57, Schedule C, and a conflict management plan will be prepared and implemented.

I approve do not approve this request

I approve do not approve this request

Chair Signature

Date

Dean Signature

Date

Vice Provost's/Provost's Office Signatures

Acknowledgement of receipt of form, deeper review not required

Office of the Provost Signature

Date

Evaluation of Request by the Provost *or* Designee

I approve do not approve this request

Requirements upon which Approval is Conditional (*if any*):

Provost or Designee Signature

Date



ATTACHMENT A: PATENT ASSIGNMENT AGREEMENT

This Patent Assignment Agreement of the date below ("Agreement") ensures that the rights to inventions made at the UW are protected from being transferred to outside parties in ways that could: (1) deprive the Applicant and the UW of rights promised to each of them by the UW's [Patent, Invention, and Copyright Policy](#); and (2) subject the Applicant to claims of breach of contract or state ethics violations.

On this basis, the undersigned Applicant and the UW hereby agree to the following:

- 1 Public Domain.** The UW agrees that the Applicant is free to place his or her inventions in the public domain by disclosing research results in publications, conferences, or other public fora; *provided, however*, that the Applicant has obtained the consent of the Principal Investigator and any co-creators on the research that led to the invention, and that such disclosure will not violate any other agreements, such as funding agreements or agreements within the UW.
- 2 Inventions.** The Applicant hereby assigns to the UW all rights, title, and interest in every Patentable Invention conceived or actually reduced to practice in the course of the Applicant's UW employment.
- 3 "Invention" and "Patentable Inventions" Defined.** The term "Invention" shall have the meaning given to it in the UW's [Patent, Invention, and Copyright Policy](#).¹ For purposes of this Agreement, the term "Patentable Invention" means only those Inventions that are patentable, i.e., meet the criteria for patentability under U.S. patent laws.²
- 4 Failure of UW to Approve this Form.** In the event that the UW does not approve this Request for Approval of Outside Professional Work for Compensation, this Agreement shall have no effect and be considered null and void as if it had never been signed by the Applicant.

Click [HERE](#) to sign the Patent Assignment Agreement

The Office of Research will be notified electronically when your agreement has been received so your Request for Approval of Outside Work can be processed.

- ¹ The term 'invention' means any invention or discovery which is or may be patentable or otherwise protectable as to ownership." University Executive Order No. 36, Sec. 1.B. Further, "An invention may be a process, machine, manufacture, composition of matter or design, or any new or useful improvement thereof." Id. "Invention" includes things which are protectable by trade secret as well as those that may be patentable.
- ² E.g., Inventions that: i) constitute a process, machine, manufacture, composition of matter or design, or any new or useful improvement thereof; and ii) are useful novel, non-obvious, adequately described and enabled to one of ordinary skill in the field to which they pertain. See 35 U.S.C. Secs. 101, 102, 103, and 116.