

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. **School of Medicine faculty:** [Please use the SOM’s online portal](#) to complete your application.
2. **Compensation Note:** “In-kind compensation” or “reimbursements” should be considered compensation in Part B.
3. Fill in the blanks below **in order** and sign the Request Form. Questions marked with an asterisk (*) require answers, if applicable. Failure to do so may result in a delayed or returned form. Please include extra information in an email if the form fields provided do not have sufficient space.
4. Please fill in all applicable form fields, but **do not otherwise change, alter, or adjust the PDF in any other way.**
5. Send the Request Form to your **department chair** or **program director** for review and recommendation.
6. 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 may be required.
7. In all cases, following review by the dean, chancellor or vice provost, forward the signed Form 1460 for final determination to: work1460@uw.edu using the following subject format: **"1460 - LastName"**.

A. Applicant Information

Last Name*	First Name*	Middle Initial
Employee ID (found here)*	UW Email Address*	Visa: <input type="checkbox"/> Yes <input type="checkbox"/> No
		Visa Type
Department/Program	College/School	Campus
Job Title	% FTE at time OW will occur*	Service Period*

Yes, I have read the [Outside Professional Work Policy](#) within the past year.

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](#).

B. Outside Organization Information

Name of Organization*	<i>Please spell out the full name of the organization</i>	
Organization HQ*	<input type="checkbox"/> Domestic	<input type="checkbox"/> International
Work is inclusive of International Nexus*	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Contact Name*		
Contact Title*		
Contact Email*		
Contact 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*	Max Days Available exclusive of any ongoing outside work

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? *	<input type="checkbox"/> Yes <input type="checkbox"/> No
6. Are you receiving or do you anticipate receiving any UW research funding from the organization? *	<input type="checkbox"/> Yes <input type="checkbox"/> No

D. UW Resources & Proprietary Information

Please refer to Section 7 of Administrative Policy Statement [59.4](#)

<input type="checkbox"/> Yes <input type="checkbox"/> No	7. Is there a reasonable possibility that this work will result in the transfer or use (other than through a CoMotion authorized license) of a patentable invention conceived or actually reduced to practice at the UW? If yes, describe the invention*:
<input type="checkbox"/> Yes <input type="checkbox"/> 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*:
<input type="checkbox"/> Yes <input type="checkbox"/> 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).

<input type="checkbox"/> Yes <input type="checkbox"/> 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*.
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Applicant Signature

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

Applicant 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:

8. **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.
9. **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.
10. **“Invention” and “Patentable Inventions” Defined.** The term “Invention” shall have the meaning given to it in the UW’s Patent, Invention, and Copyright Policy. 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.
11. **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.