## FORM 3260 A University of Idaho CONSULTING: Request to Engage in Professional Consulting [Approval must be received prior to any consulting activity]

Namo
Name:  Department:     Phone:
Mailing and E-mail Address:
Dates/times of professional consulting: fromtoto

[Attach additional pages if necessary]

- Describe the subject, scope and purpose of consulting activity including client details:
- Provide an estimate of the amount of time that will be required to complete the consulting activity:
- State whether the proposed activity will require the use of University resources, and if so, identify the resources you would use:

If your consulting activity will require the use of university resources (i.e., supplies, equipment, or facilities), you must enter into a contract with the University to use those resources at a reasonable rate. The contract for use of University resources must be approved and signed by the [Vice President for Finance and Administration or his designee, and must be executed prior to initiation of the consulting activity.]

I affirm that I have read and understand FSH 3260 and 6240 and that the professional consulting described above:

- is compatible with my professional competence,
- does not constitute unfair competition with a non-UI service already available,
- will not impair, in quality or quantity, the performance of my regular duties at UI,
- does not constitute a conflict of interest, and
- is not contrary to UI's best interests.

I affirm that I will inform each client that I am acting in a private capacity and the UI is not a party to my professional consulting activity and is not liable or responsible for the performance thereof. I affirm that I will submit an annual report documenting the subject of and time spent on consulting activities to my unit administrator and dean as required by *FSH* 3260 and 6240.

Applicant's Signature

Date

Approval – Department Head /Supervisor Date

Approval – Dean/Director

Date