University of Idaho
CONSULTING : Request to Engage in Professional Consulting
[Approval must be received at least two weeks prior to any consulting activity]

Name:_____
University of Idaho Employee

Department:_____ Phone:_____

Mailing and E-mail Address:_____

Dates/times of professional consulting: From_____to _____

[Attach additional pages if necessary]

- Describe the subject, scope and purpose of consulting activity including client details:

- Describe how the proposed activity will contribute to your professional growth:

- Describe how the proposed activity will contribute to the University, your division and department:

If your outside professional activity involves the use of university resources (i.e., supplies, equipment, or facilities), please explain. [Use of UI supplies, equipment or facilities requires an agreement signed by the Vice President for Finance and Administration.]

I affirm that I have read and understand *Faculty-Staff Handbook* 3260 and 6240. I affirm 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 *Faculty-Staff Handbook* 3260. [Form Routing: department, director/college/unit, VP for Finance & Administration if applicable]

_____ _____
Applicant's Signature Date Approval – Department Head Date

_____ _____
Approval – Director Date Approval – Dean Date

_____
Approval – Financial Vice President Date
(required if using UI facilities/equipment/supplies)