



ADVANCE DISCLOSURE REPORT OF OUTSIDE PROFESSIONAL AND COMMERCIAL ACTIVITIES

I have read and I understand WHOI's policies and procedures regarding conflict of interest, commitment, and misrepresentation. I have read and I understand the Institution's guidelines regarding outside professional and commercial activities as they relate to commitments of a professional or business nature (akin to an individual's work at WHOI) that total an aggregate of more than eighty hours per year.

Should the following plans be approved by the appropriate Associate Director, I expect to start _____.
(Date)

- a) I and/or my spouse and/or children am/are going to become the owner, director, partner, significant shareholder (more than 5% or any equity position exceeding \$10,000 fair market value), corporator or trustee of, or expect to have an aggregate income greater than \$10,000 from, or will be an employee of the following organizations that I am aware do business with WHOI:

RELATIONSHIP TO EMPLOYEE	POSITION HELD	ORGANIZATION
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

- b) I am planning to perform outside professional or commercial services as noted for the following organizations:

ORGANIZATION	TYPE OF WORK	NO. OF HOURS
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

- c) In my outside professional or commercial activities, I expect to use or involve the following WHOI resources (facilities, equipment, personnel):

EMPLOYEE SIGNATURE (REQUIRED)

PRINTED NAME

DATE

DEPARTMENT REVIEW: _____
CHAIR SIGNATURE

DATE

DIRECTORATE APPROVAL: These plans are/are not approved.

SIGNATURE

PRINTED NAME

DATE