

Basic Approval Process for Most Outside Activities (I/R Faculty)
Policy 4021 Conflict of Commitment**Applicable activities regardless of time or resource commitment**

Foreign Talent Program Participation: Participating in a program created by a foreign government or business, e.g., the Thousand Talents Program. *There is a separate process that must also be followed when engaged in foreign travel in connection with your responsibilities at George Mason. See below for more information.*

Assuming Management or Fiduciary Responsibilities (other than Board Service): Assuming an executive or managerial position, e.g., President or CEO, at a for-profit or non-profit organization.

**Applicable activities when commitment is greater than one day per week
or when commitment involves significant use of university resources**

Scientific Advisory Board: Appointment to a scientific advisory board at a for-profit or non-profit organization.

Board Service: Service as a board member (other than a scientific advisory board) at a for-profit or non-profit organization.

Consulting Activity and Other Professional Services: Serving as a consultant or contractor on a matter related to your professional expertise, e.g., I/R faculty member hired to consult on a research project.

Other Outside Employment: Serving as an employee (rather than a consultant or contractor) at a for-profit or non-profit organization.

Expert Witness: Serving as an expert witness to prepare for or testify at a trial.

Outside Academic Appointment: A non-teaching affiliate appointment at another university. *This DOES NOT include teaching as "Instructor of Record" for another educational institution. For that see "Teaching at Other Institutions."*

Providing Continuing Education: Teaching a continuing education class for professionals to meet their licensure requirements.

Other Appointment: Use this category for disclosures which do not fit the prior categories.

Approval Workflow

Stage 1: Central Office Review (Office of Research Integrity) (Institutional Compliance Office)	<ul style="list-style-type: none">• Does not approve or reject• Conducts restricted party screening• Submits results to Chair/LAU review
Stage 2: Chair/LAU	<ul style="list-style-type: none">• Does not approve or reject• Submits PAR to Dean for a decision
Stage 3: Dean	<ul style="list-style-type: none">• Considers information provided by Central Office and Chair/LAU• Approves or rejects the request
Stage 4: Institutional Compliance Office	<ul style="list-style-type: none">• General compliance review checking for Conflicts of Commitment and Conflicts of Interest

Special Approval Processes for Specific Types of Activities

Teaching at Other Institutions (I/R Faculty) Policy 4021 Conflict of Commitment

- Stage 1:** Central Office Review (Research Integrity-Restricted Party Screening)
- Stage 2:** Chair
- Stage 3:** Dean
- Stage 4:** Provost
- Stage 5:** Institutional Compliance Office

Immediate Family Waiver (All employees) Policy 4001 Conflict of Interest

- Stage 1:** Supervisor
- Stage 2:** Institutional Compliance Office

Required if your spouse or a dependent (as defined by tax purposes) who lives in your household also works at George Mason or is applying to work at George Mason.

Conflict of Interest Waiver (All employees) Policy 4001 Conflict of Interest

- Stage 1/Final Stage** Institutional Compliance Office

Outside Employment (All classified staff, A/P faculty, and postdoctoral scholars) Policy 2227 Outside Employment

- Stage 1:** Supervisor
- Stage 2:** Institutional Compliance Office

Outside Employment is any **compensated** employment (e.g., weekend employment at a retail store outside of George Mason work hours). Outside Employment does **not** include unpaid volunteer work or occasional self-employment (e.g., babysitting, mowing lawns, dog-walking) unless you have set up an LLC.

Foreign Travel (All employees, work-related travel) Policy 1134 / Policy 1141

- Stage 1:** University Travel Advisory Committee (UTAC)
- Stage 2:** Office of Research Integrity and Assurance Export Control

Disclosure Requirements Policy 4001 / Policy 4021

The following activities, whether pre-approval is required or not, must be disclosed in your RAMP Disclosure Profile:

Everyone: Conflict of Interest: If you (or your spouse or dependent) receive over \$5,000 annual income from, or have over 3% ownership of, a company that has a contract or plans to contract with George Mason.

I/R Faculty: Conflict of Commitment: Outside Professional Activities, defined as the activities related to your professional expertise which you perform for an entity other than Mason (e.g., consulting on an issue related to your professional expertise that is less than one day per week).