MIT STAFF Report on Outside Professional Activities and Interests—June 2011 through May 2012

Individuals who hold appointments (both full-time and part-time, compensated and uncompensated) listed in the following categories are required to submit this report. Individuals with appointments of 6 months or less are exempt from reporting.

Academic Instructional Staff:  [http://web.mit.edu/policies/2/2.3.html]
- Professor Emeritus (active only)
- Professor Without Tenure (Retired)
- Adjunct Professor/Adjunct Associate Professor
- Professor/Associate Professor of the Practice
- Visiting Professor, Visiting Assistant/Associate Professor
- Instructor/Technical Instructor/Coach
- Lecturer
- Senior Lecturer
- Visiting Lecturer
- Affiliated Faculty

Academic Research Staff:  [http://web.mit.edu/policies/5/5.3.html]
- Senior Research Scientist/Engineer/Associate
- Postdoctoral Associate
- Senior Postdoctoral Associate
- Postdoctoral Fellow
- Senior Postdoctoral Fellow
- Research Fellow

Sponsored Research Staff:  [http://web.mit.edu/policies/5/5.2.html]
- Principal Research Scientist/Engineer/Associate
- Research Scientist/Engineer/Associate
- Sponsored Research Technical Staff
- Research Administrator
- Visiting Engineer
- Visiting Scientist
- Visiting Scholar
- Research Affiliate

Administrative Staff  [http://web.mit.edu/policies/6/6.1.html]

Name: ____________________________  Department: ____________________________

Appointment Title: ____________________________

Appointment Level:  Full-time ____  Part-time ____  If Part-time, percent = ____%

Is your appointment compensated?  Yes ____  No ____

If your appointment level is less than 50%, or your appointment is uncompensated, then skip parts I and II and complete parts III – VII.
I. **COMPENSATED:** List all compensated outside professional activity (do not include the amount of compensation), such as:

- Consulting for a company or other entity, including service as an expert witness
- Part-time employment in a company or other entity (including the government)
- Membership on a corporate, technical, scientific or advisory board
- Speaking at corporate or other conferences or seminars
- Providing commissioned papers, reports, or editing services
- Teaching/lecturing outside MIT, at universities or companies, in degree or non-degree programs
- Teaching in MIT’s executive, professional, international or other special or summer programs

<table>
<thead>
<tr>
<th>Company or Other Entity</th>
<th>Nature of Work or Relationship</th>
<th>Number of Days per Year</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>TOTALS</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

II. **UNCOMPENSATED:** List all outside professional activity requiring substantial time commitment with no or nominal compensation, such as:

- Service to professional societies or outside educational institutions
- Service on government or industry review boards or panels, or special commissions or committees
- Teaching in MIT’s executive, professional, international or other special or summer programs

*Do not include incidental or outside academic activities that are part of your normal MIT duties, such as reviewing publications, attending conferences, or making research presentations or lecturing at other universities.*

<table>
<thead>
<tr>
<th>Company or Other Entity</th>
<th>Nature of Work or Relationship</th>
<th>Number of Days per Year</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>TOTALS</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
III. **OUTSIDE FINANCIAL INTERESTS AND RELATIONSHIPS:** During the current reporting period, did you, or any member of your immediate family, receive any payments (including honoraria or royalties) for employment, consulting, board membership, or other relationship with, or have an ownership or equity interest in, any company or other entity that has a relationship with your MIT activities in any way, such as:

- The company/entity sponsors research or teaching activities at MIT in which you are directly involved
- The company/entity has made gifts to MIT which are under your control or directly benefit your MIT research or teaching activities
- The company/entity has products or research interests that could benefit significantly from your research activities at MIT
- The company/entity licenses MIT intellectual property in which you have an interest as an inventor
- The company/entity sells materials or services to MIT that are used in your MIT research or teaching

No _____  Yes _____

If you checked YES, please provide the following information for each such relationship and company/entity:

<table>
<thead>
<tr>
<th>Name of Company/Entity</th>
<th>Your Relationship with Company/Entity</th>
<th>Company's/Entity's Relationship with MIT</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
IV. INVOLVEMENT OF STUDENTS OR SUBORDINATE EMPLOYEES: List the names of any MIT students or subordinate employees (paid or unpaid) who have been involved during the current reporting period in any of your outside professional activities, including companies with which you have a consulting, board membership, ownership or other relationship, and describe the nature of their work, the amount of time involved, and your relationship with each student (e.g., thesis supervisor, supervisor of the student as an RA or TA, etc.) or subordinate (e.g., post-doc, support staff, etc.).

<table>
<thead>
<tr>
<th>Name of Student</th>
<th>Nature of Work</th>
<th># of Days</th>
<th>Relationship with Student</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Name of Subordinate</th>
<th>Nature of Work</th>
<th># of Days</th>
<th>Relationship with Subordinate</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
V. **USE OF INSTITUTE RESOURCES:** MIT resources (facilities, equipment, funds) should be used only for Institute purposes, except when other purposes have been given prior approval by an appropriate MIT senior officer.

During the current reporting period, did you, or did any members of your group (students, staff, visitors, affiliates) make use, other than purely incidental use, of MIT resources in connection with any of your outside professional activities?

No _____   Yes _____

If yes, please describe the use.
VI. **POTENTIAL CONFLICT OF INTEREST OR COMMITMENT:** It is the policy of the Institute that its faculty and staff have the obligation to avoid financial or other conflicts of interest and to ensure that their activities and interests do not conflict with their obligations to the Institute or its welfare. In view of the Institute’s policy on conflict of interest and commitment, do any of the activities or relationships described in this report have the potential for, or the appearance of, a conflict of interest or commitment?

No ______ Yes ______

If yes, please describe the conflict and indicate whether you have discussed with your department head how it would be managed.

| __________________________________________________________________________________________ |
|                                                                                       |

VII. **CERTIFICATION:**

I agree to abide by MIT’s policies on Conflict of Interest (as stated in MIT Policies and Procedures section 4.4).


I supply this information for confidential review by my department head and other officials designated by MIT’s administration.

I understand that this information may not be released by MIT except for limited purposes required by law, regulation or contract.

I agree to discuss with my department head any situations that raise concerns about potential conflicts of interest or commitment before engaging in such activity.

I certify that the information I have provided on this form is complete and correct to the best of my knowledge.

_________________________ ________________________________
Signature               Date

Note: Acceptable submission options: 1) hard copy signed by the staff member; 2) electronic signature on a form, or a scanned copy of a signed form, submitted as an email attachment; 3) name typed on the Signature line and emailed by the staff member.

*Reminder: Investigators who have filed conflict of interest disclosures for research projects through the Office of Sponsored Programs (e.g., for NSF and NIH) must renew their disclosures annually through the OSP/Coeus electronic system. A separate communication on this process will be forthcoming from OSP.*