

REQUEST for APPROVAL of OUTSIDE PROFESSIONAL WORK for COMPENSATION

SCHOOL of MEDICINE SUPPLEMENT

TO BE COMPLETED BY APPLICANT:

(A) What is the total amount of compensation that you anticipate receiving for the activity listed on the attached request form? This should exclude payment for, or reimbursement of, direct expenses incurred in the activity (see question C below).

The UW Outside Work Policy defines compensation to include: payments of any kind, equity interests (e.g., stock or options), and intellectual property. Under the policy, it is still considered compensation even if you waive or assign compensation or if the compensation is in kind.

(B) Please provide the basis on which the amount of payment was calculated. (For instance, if you will be paid an hourly rate, please provide the rate and total hours you expect to work; if you will be paid a lump sum, please estimate the number of hours or days of work the outside employment will require.)

(C) Will expenses be paid for the following items in addition to the compensation listed in question A above?

Travel	Yes	No
Lodging	Yes	No
Food and beverage	Yes	No
Other (please specify)	Yes	No

(D) Please indicate if you believe this rate or amount of compensation represents the fair market value for your services and explain why. For example, this rate may be the industry standard for such activity performed by someone with your level of education and expertise, or it may be equivalent to your UW salary rate.

Date

Applicant (print)

Signature

TO BE COMPLETED BY THE DEPARTMENT:

Evaluation of Request:

Based on my knowledge of this academic discipline, the compensation commonly paid for activities of this kind in the field, and the experience and expertise of this faculty member,

(check one)

I recommend

I do not recommend

that the compensation for this outside work request be approved as fair market value.**

Date	Department Reviewer (print)/Title	Signature

** If at the time of the Department's initial review, the preliminary determination is to not recommend approval, then the Department should take the following steps:

- 1) Notify the applicant of the preliminary determination and the basis for it;
- 2) Determine if the applicant wants further internal department review and provide the applicant the opportunity to submit additional information;
- 3) If a review is requested, conduct that review according to the Department's internal review process; and
- 4) Submit a final evaluation to the Director of Regulatory Guidance.

If the Department's final evaluation after completing the internal review is to not recommend approval, the Department notifies the applicant in writing with a statement of the reason(s). There is no further review after the Department's final evaluation that the compensation is not fair market value.

TO BE COMPLETED BY THE DEAN'S OFFICE:

Evaluation of Request

Approved:	Yes	No
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Date	Dean's Reviewer (print)/Title	Signature

If not approved, attach the statement of the reason provided by the Review Panel to this supplement and return a copy to Department and Applicant.