

**Annual Review of «FIRST\_NAME» «LAST\_NAME»'s  
Outside Activity With «AGENCYORGANIZATION»**

A Memorandum of Understanding (MOU) between «CT» «FIRST\_NAME» «LAST\_NAME» and Purdue University was put into place on «SUBMITTED» (copy enclosed). The purpose of this MOU is to provide an oversight mechanism to manage any potential conflict of interest which may arise.

The MOU requires regular oversight of the activity of «CT» «LAST\_NAME» by Dr. XX«OMDept», who is the designated Oversight Manager for the activity.

An annual report summarizing the oversight of «CT» «LAST\_NAME»'s activity needs to be provided to Dr. Peter Dunn, Director of University Research Administration, Hovde Hall, at the close of each academic year (June 30<sup>th</sup>).

As part of your annual oversight, please review the attached Memorandum of Understanding and Oversight Mechanism and complete the attached questionnaire designed to assist in your review of «CT» «LAST\_NAME»'s outside activities. Depending on the nature and scope of the activity involved, not all questions may be appropriate but are listed for completeness.

Should you have any questions regarding this annual review, please contact William Baitinger at 496-7563 or [wbaiting@purdue.edu](mailto:wbaiting@purdue.edu).

**SAMPLE**

## OVERSIGHT OF UNIVERSITY/OUTSIDE ACTIVITIES

Conflicts of interest arising from outside activities of University Employees' are managed by prior disclosure, implementation of a Memorandum of Understanding (MOU) and the appointment of independent oversight managers.

Oversight managers are required to review and report on all activities relevant to the management plan as outlined in the MOU. The reporting requirements are carried out on a yearly basis and forwarded to the Office of Research Administration for review.

### ANNUAL REVIEW

		Satisfactory? (if no, please comment)
		yes no
<b>A. <u>Impact of outside activities on Academic duties</u></b>		
1. Please characterize the impact of «CT» «LAST_NAME»'s association with «AGENCYORGANIZATION» on the performance of his Departmental responsibilities.	<input type="checkbox"/> Positive <input type="checkbox"/> Negative <input type="checkbox"/> None	
Comments:	<hr/> <hr/> <hr/>	
<b>B. <u>Contracts/Subcontracts, Sponsored Research, Purchase Orders</u></b>		yes no
1. a) Have there been any of the following executed between Purdue and «AGENCYORGANIZATION» in the past year? <input type="checkbox"/> contracts <input type="checkbox"/> subcontracts <input type="checkbox"/> purchase orders <input type="checkbox"/> sponsored research		
b) Was there prior approval and review of these contracts by the appropriate University officials?	<input type="checkbox"/>	<input type="checkbox"/>
c) Please provide annual certification that all contracts/subcontracts were reviewed and approved in advance.	<input type="checkbox"/>	<input type="checkbox"/>
Comments:	<hr/> <hr/> <hr/>	

**Satisfactory?**  
(if no, please  
comment)

yes no

2. Has acceptable progress been made on completion of all deliverables under the contracts in Question B1 prior to payments of the invoices from either entity?

Comments:

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3. Have all of the contracts in Question B1 been reviewed for full costing and appropriateness of research before awarding? This responsibility rests with the Oversight Manager.

Comments:

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**C. Use of University Facilities**

1. a) Has any utilization of Purdue facilities or laboratories by «AGENCYORGANIZATION» occurred over the last year?
- b) Has «AGENCYORGANIZATION» utilized Purdue Charge Centers over the past year?

Comments:

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**D. Intellectual Property/Technology Transfer and Disclosure**

1. a) Has any research or copyrighted material been transferred from Purdue to «AGENCYORGANIZATION» over the past year?
- b) If any transfers have occurred, were they approved by the Oversight Manager and/or the Office of Technology Commercialization?

Comments:

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**Satisfactory?**  
(if no, please  
comment)

yes no

2. a) Has «CT» «LAST\_NAME» developed any intellectual property through his/her association with «AGENCYORGANIZATION»?
- b) Has this intellectual property, if any, been disclosed to the Office of Technology Commercialization for review of potential University ownership?

Comments:

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**E. Impact on Research Integrity and Students/Trainees**

1. a) Has the Oversight Manager provided general oversight of research supporting development of technology, which has been licensed to «AGENCYORGANIZATION»?
- b) Have research plans, protocols and publications relative to work occurring in «CT» «LAST\_NAME»'s laboratory which relate to technology licensed to «AGENCYORGANIZATION» been reviewed for objectivity and scholarly practices?
- c) Have the results of this review been reported in writing to the Office of the Provost?

Comments:

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2. a) Has a review of any potentially impacted undergraduate, graduate or other trainees who are supported by sponsored programs from «AGENCYORGANIZATION» been carried out to ascertain they are making satisfactory progress towards their degree program or training?
- b) Have there been any unusual issues raised by the Graduate Advisory Committee regarding any of «CT» «LAST\_NAME»'s students?

Comments:

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Satisfactory?  
(if no, please  
comment)

yes no

3. Have all students and employees in «CT» «LAST\_NAME»'s research group been advised of his or her relationship with «AGENCYORGANIZATION»? Has this certification been provided to the Oversight Manager?

Comments:

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F. **Disclosure of Financial Interest in presentations/publications**

Has «CT» «LAST\_NAME» provided a certification to the Oversight Manager regarding his disclosure in publications and presentations of his relationship with «AGENCYORGANIZATION»?

Comments:

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Signature (Oversight Manager)

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Date

When completed, please forward to Dr. Peter Dunn, Director of University Research Administration (Hovde Hall, Rm. 325).