<table>
<thead>
<tr>
<th>What to Do</th>
<th>Who</th>
<th>How to Do It</th>
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</table>
| 1 Request permission of an outside activity or disclosure of potential conflict of interest | Employee                         | • Complete Reportable Outside Activity Form - Application For Permission To Engage In An Outside Activity and/Or Disclosure Of Potential Conflict Of Interest  
• Sign ROA Form  
• Give to your department business office |
| 2 Gain department head signature       | Departmental Business Office       | • Review form for completeness.  
• Gain Department Head signature.  
• Send to the HHS Business Office HR Employment Center Room 122, Stone Hall. |
| 3 Date stamp form                      | HHS Business Office HR Employment Center | • Date stamp the back of the ROA Form.  
• Give to the HHS DFA. |
| 4 Review ROA Forms                     | HHS DFA                           | • Review form for completeness.  
• Gain Dean’s signature. |
| 5 Annually review approved ROA Forms    | Departmental Business Office       | • Approved ROA forms expire automatically at the end of the fiscal year (June 30) – if a renewal is desired, a new application must be completed. Send report to departmental business manager for review.  
• Contact individuals with an approved ROA Form and see if a renewal is needed.  
• If a renewal is needed follows the steps above starting with step one. |

Policy: [http://www.purdue.edu/policies/pages/ethics/x_2_4.shtml](http://www.purdue.edu/policies/pages/ethics/x_2_4.shtml)