

**Application for leave to hold another appointment or to pursue other activities
(including the holding of consultancies and directorships)**

APPLICANTS SHOULD COMPLETE THIS FORM AND SEEK THE RELEVANT APPROVALS PRIOR TO ENTERING INTO FORMAL COMMITMENTS

The information supplied on this form will be processed in accordance with the Data Protection Act 1998 and the University's Data Protection Policy. The information given here will not be used for commercial purposes.

Footnotes refer to 'Notes on the Completion of Form OA1' attached.

1. **Name of Applicant**

2. **Faculty or Department**

3. **Is the outside appointment or activity to be paid for by a research grant or contract with the University?**

Yes ¹ No

4. **Nature of outside appointment or activity** ²

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.....

5. **Organisation benefiting from outside appointment or activity**

(i) Name of organisation

(ii) Name of person negotiating the agreement

(iii) Address or contact details.....

.....

6. **Period of appointment or activity**

(i) From to

(ii) Number of days per annum required under the appointment.....

Please note that the **total** number of days to be devoted each calendar year to all outside appointments and activities **should not normally exceed 30**.³

(iii) Is the arrangement renewable? Yes No

Please note that in respect of outside commitments which are expected to be 'rolling' arrangements, permission must be sought and renewed each 12 months.

7. **Form of Agreement⁴**: please tick the appropriate box

(i) I have provided Research Services with a completed copy of the University's standard personal consultancy agreement⁵, the terms of which have been amended only to state the specifics of this outside commitment;

OR (ii) I have provided Research Services with a copy of the consultancy agreement or other document supplied by the contracting organisation, for review on behalf of the University; and Research Services has confirmed in writing that the terms proposed to govern this outside commitment meet the University's minimum requirements;

OR (iii) the agreement governing this outside appointment is being handled by Oxford University Consulting (in which case Research Services will liaise directly with OUC in relation to the approval of the form of agreement).

8. **Use of Computing Facilities**

Your attention is drawn to the University's Regulations relating to the use of Information Technology Facilities.

For the purpose of the consultancy or other activity, do you intend to use computer software which has been acquired by the University?

Yes No

If yes, please indicate the name and the manufacturer of the software to be used and attach a copy of the conditions or licence under which the software is in use in the University

For the purpose of the consultancy or other activity, do you intend to use computer software which has been developed within the University?

Yes No

If yes, by which department(s) and individual(s) was the software developed?

.....

9. **External Sponsorship**

If your salary is funded from external sources, or if you are the named Principal Investigator or Co-Investigator on outside-funded grants or contracts, the terms and conditions of such sponsorship may require you first to seek permission of the sponsor to accept the outside commitment. Please confirm (as appropriate) that this has been done and, if so, which sponsor(s) has/have been approached for approval.

Is there any such sponsor? Yes No

If yes, name of sponsor(s)

Permission Granted Yes No N/A

10. **Other appointments, etc., held**

Please outline below details of all other outside commitments which you have or might expect to apply to have during the period covered by the current application:

Organisation	Nature of Activity	Days required per annum
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.....
.....
.....

11. **Declaration**

Having noted (6) on the accompanying notes, I am satisfied that the provisions of the proposed arrangement safeguard the University's rights in intellectual property which may arise during the course of my work for the University and the confidentiality of know-how generated in that context; and do not contain clauses which to the best of my knowledge are likely to conflict with the terms of research grants and/or contracts accepted by the University on my behalf.

I confirm that under this arrangement (please tick the relevant box(es)):⁷

- (a) I shall not carry out any commercial activities on university premises;
- (b) I shall not make use of any university facilities without obtaining the approval of the head of the department for arrangements for such use (including reimbursement at the appropriate economic rate);
- (c) I shall neither use a university address in connection with the outside commitment for which permission is being sought, nor hold myself out as doing the work in the course of my university employment.
- (d) I shall be able fully to carry out the prescribed duties of my university post;
- (e) in accordance with the University's Conflict of Interest Policy, to the best of my knowledge the undertaking of this commitment will not lead to any conflict of interest.

Signed

Date

12. **Endorsement by the Head of Department** (or Head of Division, where applicant is a head of department, or where the application is for a total of more than 30 days per year)

I confirm that:

- (i) if the applicant is supported by external funding, he/she has referred to the relevant conditions of the grant/contract and has obtained approval from the external sponsor(s) in relation to this outside commitment, as necessary. (If not applicable, please leave blank.)
- (ii) Research Services has reviewed and confirmed in writing that any contractual terms and conditions governing the outside commitment meet the University's minimum requirements. (If not applicable, please leave blank.)
- (iii) I am satisfied that this outside commitment will not hinder the applicant from fully carrying out the prescribed duties of his or her university post.

EITHER

- (iv) in accordance with the University's Conflict of Interest Policy, to the best of my knowledge the undertaking of this commitment will not lead to any conflict of interest

OR

- (v) the arrangements proposed by the applicant address any identified conflicts satisfactorily.

Signed

Date

Notes on the Completion of Form OAI

See Council regulations XX and the accompanying Guidance Note for details regarding the university's policy and procedure on the holding of outside appointments and the conduct of outside work.

¹ If yes, the grant award letter or signed contract should be awaited before seeking the necessary permissions on this form.

² Please specify whether consultancy, 'services to industry', directorship, visiting professorship, etc.

³ Where an application is for more than 30 days, or where the application would take the individual's annual total to over 30 days, the department will refer the request to the divisional board, which will consider it in the light of university guidelines, taking advice from Personnel Services as appropriate. If approval is given to exceed the 30-day limit, a deduction from normal university salary will be made.

⁴ Please note that all consultancy agreements, including those based on the University's standard pro-forma, and all proposed amendments to such agreements, must be forwarded to Research Services for scrutiny. Research Services will notify your head of department when it has approved the relevant form of agreement. When the form of contract has finally been agreed and signed, Research Services will require a copy of the executed document for the University's files. It will be necessary to retain copies of all such signed contracts for reference in the event of a dispute.

⁵ Please note that the University's standard consultancy agreement should not be used if the consultancy relates to a University research agreement or is connected with the start-up of a University spin-out company. Research Services is able to advise on the most appropriate form of agreement in such cases.

⁶ *Declaration* – Your attention is also drawn to the fact that the University is unlikely to approve an agreement if it requires you to assign rights in discoveries or inventions other than those which are restricted directly to the field of work covered by the agreement. The University is concerned to ensure that there is no conflict with the terms governing research projects sponsored by other bodies in which you may be involved and no possibility that the terms of the proposed arrangement might preclude the University, and you personally, from deriving any financial benefit from inventions which might be exploited commercially.

⁷ If any of these conditions cannot be fulfilled, please comment, if necessary on a separate sheet.