|  |
| --- |
| University of Bristol logo.**CONFLICT OF INTEREST- OUTSIDE WORK REQUEST FORM**  |
| Please refer to the [Conflict of Interest - Outside Work Policy](http://www.bris.ac.uk/hr/policies/outside-work/) before completing this form. All members of staff are required to complete this form and those members of staff wishing to undertake any of the outside work activities listed in Section 5 .1 of the policy are to obtain permission/approval ahead of carrying out the activity1. |
| Name: | Click or tap here to enter text. |
| Department: | Click or tap here to enter text. |
| School / Section: | Click or tap here to enter text. |
| Type of outside work:*(Please select all that apply)*  | [ ]  Type A – Conflict of Interest-Outside work that requires declaration and permissions/approval (See section 5.1. Conflict of Interest-Outside work Policy)[ ]  Type B –Conflict of interest-Outside work that needs declaring but no permissions /Approval (See section 5.2. Conflict of Interest-Outside work Policy)[ ]  Type C –Nothing to declare return. No Conflict of Interest-Outside work to declare.. |
| If you have ticked Type A or Type B, please complete the following |
| Name and address of external party: | Click or tap here to enter text. |
| Business description of external party: | Click or tap here to enter text. |
| Nature of proposed activity: | Click or tap here to enter text. |
| Proposed amount of time involved: (e.g., expected number of days per week / months per year, expected pattern of work) | Click or tap here to enter text. |
| Do any potential conflicts of interest or other risks exist? If yes, please provide details:(Please refer to the principles outlined in section 2 of the Outside Work policy) | Click or tap here to enter text. |

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1 In the case of consultancy, please note that only private consultancy requests should be submitted via this process. University consultancy arrangements should be considered via the [University consultancy procedure](http://www.bristol.ac.uk/red/industry/consultancy/) instead but **MUST** still be declared on My ERP.

|  |  |
| --- | --- |
| Please provide any other relevant information and attach any relevant documentation. Note: For all conflict of interest-Outside work requiring permissions (section 5.1 in policy), please complete all sections as fully as you canStart date and end date of outside work | Click or tap here to enter text. |
| Start and end date of Outside work |  |
| I confirm that I have read and understood the Conflict of interest-Outside Work policy and the information provided is accurate to the best of my knowledge |
| Signature: | Attachment to an email will constitute signat31story authorisation. | Date: Click or tap to enter a date. |

**Next steps:** Once completed and signed, pleasesend this for approval to your Head of School (Academic staff) or your School / Section Manager (Professional Services staff)

|  |
| --- |
| **HEAD OF SCHOOL OR SCHOOL / SECTION MANAGER:** |
| Please see Outside Work Guidance for Managers under [further information for managers](http://www.bris.ac.uk/hr/policies/outside-work/). |
| Outcome of Outside Work request: | [ ]  Approved[ ]  Approved with conditions (Please detail conditions below) [ ]  Not approved (Please detail reasons below) |
| Comments:Click or tap here to enter text. |
| I confirm that I have read and understood the Conflict of Interest-Outside Work policy and have fully reviewed this Outside work request. |
| Signature: | Attachment to an email will constitute signatory authorisation.  | Date: Click or tap to enter a date. |

**Next steps:** Once completed and signed, please confirm the outcome to the member of staff using the relevant template letter under [further information for managers](http://www.bris.ac.uk/hr/policies/outside-work/) and retain a copy of the letter along with this form to be held locally.