REPORT OF INDIVIDUAL OUTSIDE PROFESSIONAL AND COMMERCIAL ACTIVITIES

REPORTING YEAR:_____

I have read and I understand WHOI's policies and procedures regarding conflict of interest, commitment, and misrepresentation. I have read and I understand the Institution's guidelines regarding outside professional and commercial activities as they relate to commitments of a professional or business nature (akin to an individual's work at WHOI) that total an aggregate of more than eighty hours per year.

a) I have no activities to report _____.
(Please initial here and sign below)

b) I and/or my spouse and/or children am/are the owner, director, partner, significant shareholder (more than 5% or any equity position exceeding $10,000 fair market value), corporator or trustee of, or had an aggregate income greater than $10,000 from, or was an employee of the following organizations that I am aware do business with WHOI:

RELATIONSHIP TO EMPLOYEE	POSITION HELD	ORGANIZATION

c) I performed outside professional or commercial services as noted for the following organizations:

ORGANIZATION	TYPE OF WORK	NO. OF HOURS

d) In my outside professional or commercial activities, I used or involved the following WHOI resources (facilities, equipment, personnel):

_____

_____

_____

_____

_____

_____ _____ _____
SIGNATURE *(REQUIRED)* PRINTED NAME DATE

DEPARTMENT REVIEW: _____ _____
CHAIR SIGNATURE DATE

DIRECTORATE REVIEW: _____ _____
SIGNATURE DATE

Revised 2001--mml