

To: Faculty and Academic Staff
From: Patrick Farrell, Provost, and William Mellon, Associate Dean for Research Policy,
Graduate School
Date: April 2, 2007
Re: 2007 Outside Activities Report Required

Every year, faculty and staff members are asked to make outside activities reports. This report is required under federal and state regulations and University policy. The report identifies outside activities and financial interests related to an individual's University work.

You must fill out a report even if you have no outside activities, income, or ownership interests to report. Most faculty and staff fall into this category, and completing the convenient online form will take just a minute.

Department chairs and the appropriate dean or director review reports. Individual reports remain accessible as open records under the provisions of Wisconsin's public records law.

The deadline for filing is April 30, 2007.

Please access the Web page for completing the report at:
<https://www.gradsch.wisc.edu/disclose>

If you have any questions about this process, a list of contacts is available at:
<http://admiss.gradsch.wisc.edu/zoe/coi/coicontacts.html>

It would be helpful if you would complete the report now. Doing so will save valuable administrative resources that would be used to locate missing and late reports. We thank each of you for your cooperation in meeting state and federal requirements for outside activities reports.

Patrick Farrell,
Provost
William Mellon,
Associate Dean for Research Policy,
Graduate School