

**ALL STAFF & EMPLOYEES** at the Institute must read and comply with the Institute’s Conflict of Interest Policy and PM 9-3 at Campus or JPL Rule! 58718 at JPL. Please complete a separate Request for each outside activity and receive authorization prior to starting the outside activity (paid or unpaid), including outside employment or consulting (herein referred to as outside activity). Answer all questions as thoroughly as possible. Include all relevant information to facilitate the review process. Use additional pages as necessary.

1a. Name:	Employee No:	JPL Org. No.:
Job Title:	Employee Phone:	Mail Code:
Supervisor’s Name:	Supervisor’s Phone No.:	Supervisor’s Mail Code:
b. Describe your assigned Campus/JPL duties and responsibilities:		
2a. Outside Organization Name (hereinafter outside organization):	b. Address:	U.S. Entity Non U.S. Entity
c. (Check all that apply):      Teaching      Research      Writing      Speaking Engagement      Other Activity		
d. Start date:	e. End date:	f. Paid      Unpaid
g. Will the work be performed entirely outside of working hours?    Yes    No    If "no," describe estimated time and schedule for outside activity.		
h. Hours per week?                      Per month?		
3a. Describe your role in the outside organization and provide a brief description of the outside activity.		
b. Will you or the outside organization be the recipient of, directly or indirectly, any government funding (including federal, state, or local) in connection with the outside activity?    Yes    No    If yes, please describe and identify the founding source.		
c. Describe any of your Campus/JPL duties that relate in any way to the proposed outside activity (services, projects, programs or applicable research and technologies). If none, explain why.		
d. Are you or a member of your immediate family, an owner, officer or have a controlling interest in the outside organization?    Yes    No		
If yes, please provide the following information (names, relation, percent or equity interest)?		
e. Are any other Campus/JPL employees or contractor personnel involved in the outside activity?    Yes    No		
If yes, please identify each employee and describe.		
f. Does the outside organization have any current or anticipated dealings with JPL, Campus, or sponsoring agencies?    Yes    No		
If yes, please identify any applicable announcements, proposals or contracts. Describe your involvement in the applicable work.		
4. Will the activity involve the commercialization Caltech/NASA intellectual property?    Yes    No		
5. I understand that the following conditions apply to approval of the outside activity described above:		
a. I may not use my Institute position to advance my outside business interests. I must also avoid activities that include, but are not limited to, the purchase or sale of securities, real property, or other goods or services in which I could use or might appear to have the opportunity to use, for personal gain, confidential information or special knowledge gained as a result of my relationship with the Institute.		
b. I may not engage in any outside activity on Institute work time or use Institute resources for my benefit or for the benefit of any other person (e.g., facilities, services or supplies (including computers, software, reproduction machines, telephones, mail service, stationery, etc.) in connection with my proposed outside activity.		

- c. I may not compete with the Institute for funding from any potential sponsor, nor will I assist any outside organization compete with the Institute for such funding.
- d. I must obtain review and prior approval of any substantive change in the nature of my outside activity or any Institute assignment that presents a potential or the appearance of a conflict of interest as described in the Institute policy titled Conflicts of Interest. If approval is granted, it is effective for a period not to exceed one year from the date of approval.
- e. I may not use the name, seal or letterhead of Jet Propulsion Laboratory, Campus or any other Institute or Laboratory facility or organization in the conduct of my proposed outside activity.
- f. I may not use or disclose non-public information and Institute intellectual property without first obtaining the written approval of the Office of General Counsel.
- g. I must not represent any outside organization with which I have an outside business interest to the Institute or sponsoring agency, nor will I represent the Institute to such organization.
- h. Neither I nor any organization, which is substantially owned or controlled by me, shall enter into any contracts (with the exception of licensing agreements) with the Institute.
- i. I am required to promptly provide written notice to the Office of Technology Transfer of any inventions and new technical know-how originated while performing my outside activity if such inventions and know-how may be within the scope of my Institute employment obligations.

At JPL

- j. If I am a principal in the business for which I am submitting this application, I must disclose in writing to the Ethics Office any new clients as they relate to the Institute or NASA products, programs, services or technologies.
- k. If my outside activity includes the use of written material developed by or derived from JPL, or describes, explains, evaluates, represents or otherwise addresses any past, present, or proposed work by JPL, such written material must be reviewed before publication or use by JPL Document Review Services to ensure proper attribution, marking and disclaimer.

**6. To the best of my knowledge the information on this form is accurate and complete. I agree to abide by the above conditions and requirements in performing my outside activity. I have carefully read and understand the Caltech Conflict of Interest Policy and PM 9-3 at Campus or JPL Rule! 58718 at JPL.**

\_\_\_\_\_  
Signature of Employee

\_\_\_\_\_  
Date

7. The **SUPERVISOR** of the employee seeking approval for an outside activity **must** answer all questions listed below and recommends approval as appropriate.

a. How does the proposed outside activity relate to current/future work assignments of the employee? Is there an overlap or potential overlap between the proposed work and Institute work?

b. Will the outside activity enhance the value of the employee to the Institute?    Yes    No    If yes, please identify.

c. Will the outside activity relate to or be used on any ongoing or anticipated Campus, JPL, NASA, or other sponsor projects, programs, or applicable technologies?    Yes    No    If yes, please identify.

(Check box required) To the best of my knowledge, this outside activity will not constitute a conflict of interest, nor will it interfere with the employee's required time at and commitment to the Institute. **I have reviewed and discussed the Application for Outside Activity with the employee and I recommend that this application be approved, subject to the conditions, limitations and restrictions listed here:**

\_\_\_\_\_  
Signature of Supervisor

\_\_\_\_\_  
JPL Employee No.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Section Manager (at JPL)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Division Manager

\_\_\_\_\_  
Date

Approval

Comments/Notes:

\_\_\_\_\_  
JPL Ethics Office or Campus Human Resources

\_\_\_\_\_  
Date

**If at Campus, forward the completed application to Human Resources or if at JPL to the JPL Ethics Office.**