

REQUEST TO CONDUCT PAID PROFESSIONAL SERVICE FOR MARYLAND STATE AGENCY

UMCP Policies and Procedures on Conflict of Interest and Conflict of Commitment (II-3.10A and II-3.10B) require that:

Paid consultancy or professional service to another State agency must be approved in advance by the Department Head and the President. A written explanation of the services to be rendered, the time involved, and the agency should be submitted.

To obtain such approval, the following should be filled out, signed by the Unit Head, and submitted for approval to the President's designee. A signed copy of the approval will be returned to the Unit Head.

Faculty or Staff Member's Name: _____

Unit: _____

MD Agency for which professional service is to be provided: _____

Date on which professional service will occur: _____

Nature of Service: _____

Estimate of total time involved: _____

Comments or special conditions: _____

Approved by Unit Head:

Date:

Approved by the President's Representative*:

Date:

* For faculty this is the Provost and for staff it is the Director of Human Resources.