

## New “Request Prior Approval for Outside Activities” OPACS module launching in September

- A. When does this take effect?** Beginning September 1, 2023, certain [Outside Professional Activities](#) will require prior approval.
- B. Who does this impact?** All Stanford Faculty, all Postdoctoral Scholars, and applicable Staff (including all Full-time or part-time Academic, Teaching, and Research Staff, and all Clinical Educators).
- C. What activities require prior approval?** Participation in the following activities requires prior approval.
1. Employment at any outside entity, including during leave periods, where the personnel’s responsibilities may be similar to their Stanford responsibilities.
  2. Appointment or affiliation at any outside entity where personnel will undertake activities similar to their Stanford responsibilities.
  3. Formation of a new entity, or acquisition of an ownership interest of 5% or more either in an outside entity related to personnel’s Stanford responsibilities or in an entity that licenses Stanford intellectual property.
  4. Service on the board of directors, science advisory board, or other board of an outside entity, unless such service constitutes [Professional Service](#).
  5. Consulting activities:
    - a. For Faculty, consulting activities that substantially overlap with Stanford responsibilities (e.g., outside teaching commitments, same or similar research activities).
    - b. For Postdoctoral Scholars and applicable Staff, all consulting activities.
  6. Participation in a foreign government-sponsored talent program.
  7. **For postdocs and applicable Staff:** All of the above and/or participation in [Professional Service](#) activities.

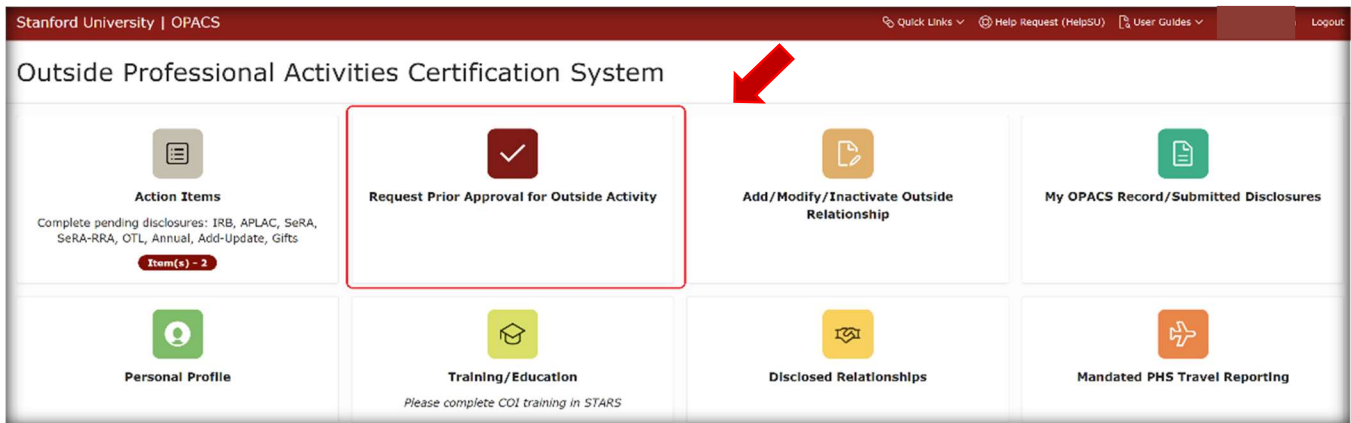
**NOTE:** All activities that have been disclosed and received approval before September 1, 2023, will not necessitate additional disclosure.

- D. Why is this Necessary?:** Stanford University’s [Research Policy Handbook Section: 4.1 Policy on Conflict of Interest and Conflict of Commitment](#), was updated and approved by the Faculty Senate in June 2022. This policy establishes standards and requirements concerning Outside Professional Activities and Financial Interests, aiming to safeguard Personnel, Stanford's reputation, financial well-being, and legal obligations.
- E. What system is used for prior approval requests?** Stanford’s Outside Professional Activities Certification System (OPACS) now allows for many of these disclosures to be initiated online.

### Prior Approval Processes:

#### Non-[Professional Service](#) related activities:

- All Faculty, plus Postdoctoral Scholars and applicable Staff are required to submit requests for prior approval by clicking on their [OPACS Dashboard](#) and then clicking on the “Request Prior Approval for Outside Activity” module:



### **Professional Service related activities:**

Faculty are not required to disclose Professional Service activities for prior approval. Postdoctoral Scholars and applicable Staff should contact their school [Conflict of Interest and Commitment manager](#) to process Professional Service related prior approvals.

### **Review and Approval:**

Participation in the review for approval may involve multiple people (for example, the requestor's supervisor, the Chair, the Sr. Assoc Dean, etc.) depending on the request and the level of escalation needed. Below are the questions that the approvers may consider:

- Will any Stanford responsibilities and obligations be hindered by engaging in the outside professional activity? (*Speaks to time commitment.*)
- Will the requestor be able to fulfill their Stanford duties and obligations to the Unit's standards while participating in the outside activity? (*Speaks to quality of service to Stanford.*)
- Do the requestor's obligations and duties to Stanford require a physical presence on campus (for example mentoring students, teaching courses on-campus) such that the outside activity might prevent fulfillment of Stanford duties? (*Speaks to quality of service to students, if applicable.*)
- Does the outside entity present a reputational risk to Stanford such that it would be ill advised to engage with that entity? Example: Stanford currently has a moratorium on any funding from Huawei. If Huawei wanted to circumvent Stanford's moratorium and hire a Faculty member as a consultant, this would present a conflict. (*Speaks to reputational risk.*)

### **Questions/Point of Contact:**

Please contact Ronda Anderson, [rondaa@stanford.edu](mailto:rondaa@stanford.edu) Director, Conflict of Interest and Conflict of Commitment, VPDOR or [school specific COI Manager](#) with any questions.