

Frequently Asked Questions (FAQs) – What to Report in My Outside Activities and Interests Report?

This document provides additional information that helps clarify what should be reported.

You should only report “related” outside activities. “Related” activity relies upon the experiences and professional expertise that serve as the basis for your faculty appointment and/or role at Harvard. Your faculty role includes research, teaching, and service activities in your disciplinary area of training and expertise, so this is a broad starting point. However, if you happen to have unrelated expertise outside of this area, such as a skill, talent, or hobby in another discipline (e.g., music, language translation, personal training), those activities wouldn’t be “related” unless or until they somehow became connected to your research, teaching, or service. “Outside” refers to those activities that are not within the scope of your primary appointment.

As a reminder, you need to update your report within 30 days of a change and you must report related interests of your spouse/partner or dependent children.

If you have additional questions, please contact Angela Brazeau, abrazeau@hsph.harvard.edu.

1. What should I report for equity holdings, ownership, and fiduciary relationships?

Please report:

- Equity or other ownership interests, including any shares of stock, options, warrants, promises of such, etc., whether the related company is privately or publicly held and regardless of whether the equity currently has any value.
 - Specific example: Pfizer stock that you purchased and manage. Pfizer operates in the public health sphere which can be viewed as related to your field of expertise.
- Potential income related to inventorship/authorship on intellectual property (IP) that is licensed to an outside entity (including but not limited to inventions, copyrighted works, and trademarks) regardless of whether royalties have been received. This excludes textbook royalties, royalties from books written in your field of professional expertise and royalties received through books published by [Harvard Health Publishing](#). Note that if you assign your textbook to a class you are teaching, this must be disclosed.
 - Specific example: Royalties from a research method you patented that are paid to you by the company who licensed the patent.
- Any paid or unpaid fiduciary or management role as an officer, director, or member of a governing board (e.g., board of directors or the equivalent) in a related outside entity.
 - Specific example: Participation on the Board of Directors at Cigna. It’s likely Cigna is relying on your Harvard professional expertise as the basis of your involvement.

Do not need to report:

- Investments in, or income from, investment vehicles, such as mutual funds or retirement accounts, so long as you do not directly control the investment decisions made in these vehicles.

- Fiduciary or management roles in an unrelated outside entity (i.e. that does not rely on your professional expertise that serves as the basis for your Harvard appointment).
- Textbook royalties, royalties from books written in your field of professional expertise and royalties received through books published by [Harvard Health Publishing](#). Note that if you assign your textbook to a class you are teaching, this must be disclosed.

2. What related outside professional activities should I disclose?

You should report related activities that fall under the following categories:

- a) Appointment, affiliation, or employment agreement with any outside entity, foreign or domestic:

Please report:

- Paid appointments other than your Harvard appointment
- Paid affiliations at institutions other than Harvard
- Employment agreements at institutions other than Harvard including executive employment (i.e. CEO, etc.)
- Paid or unpaid official academic appointments at institutions outside the US where duties are expected

Do not need to report:

- Unpaid affiliations and honorary appointments where there are no obligations, time commitments or payments attached

- b) Private consulting or membership on a scientific or other advisory board

Please report:

- Paid consulting engagements
- Paid or unpaid scientific advisory or other advisory participation for for-profit entities

Do not need to report:

- Scientific Advisory Board participation for non-profit organizations if they are not funding your research.

- c) Teaching a program outside of Harvard

[From the Statement on Outside Activities of Holders of Academic Appointments:](#) *Persons holding full-time academic appointments at Harvard should devote their teaching efforts primarily to the education of Harvard students. Faculty members may not hold a regular faculty appointment at another institution, except in connection with a Harvard-sponsored joint program with that institution, or similar arrangement as approved by their Dean. They should not teach a course, or a substantial portion of a course, at or for another institution or organization without the advance permission of their Dean and the Corporation...*

Please report:

- Paid or unpaid teaching at another institution where you are a primary instructor in a program or teaching a substantial portion of the course. As per the policy mentioned above, these activities also need to be approved in advance by your department chair, Dean and the Corporation, if necessary.

Do not need to report:

From the Statement on Outside Activities of Holders of Academic Appointments: *Giving occasional lectures and similar activities at other institutions are considered an important aspect of citizenship in the academic community...*

- Non-recurring talks where you are a guest speaker.
 - Specific example: Giving a one-time talk as a guest speaker for a collaborator who is teaching a course at another University.

d) Office held in a professional organization

Please report:

- Paid leadership positions in professional organizations related to your field of expertise

Do not need to report:

- Unpaid roles in organizations related to your field of expertise where there are no obligations, time commitments or payments attached

e) Paid media appearances

Please report:

- Paid media appearances

Do not need to report:

- Unpaid media appearances where you are asked to give your expert opinion.
 - Specific example: On the record quotes or interviews in your field of expertise for print, TV, online or radio mediums.

f) Expert witness testimony

Please report:

- Paid expert testimony for an outside organization that relies on your professional expertise that serves as the basis for your Harvard appointment.
 - Specific example: Amicus brief for a court, expert witness consulting or testimony related to a legal case or procedure

g) Editorial services

Please report:

- Paid editorial board service where there is an ongoing affiliation or Editor in Chief or paid editorial positions.
 - Specific example: Editor in Chief of Journal X.

Do not need to report:

- Grant reviews of any kind including participation in study sections or review panels
- Review of papers or manuscripts
- Review of abstracts for meetings
- Compensation for editor services that comes in the form of a free subscription or paid conference fees

h) Participation in foreign talent recruitment or development programs

Please report:

- Based on the [National Science Foundations \(NSF\) definition](#), a foreign/international talent recruitment (or similar) program is a foreign entity that compensates an individual affiliated with Harvard in exchange for the agreement to transfer knowledge, expertise, or other intellectual assets to the foreign entity. Harvard affiliated individuals must have the University's approval and appropriate agreements in place before such an exchange can occur.

Do not need to report:

- Paid or unpaid mentoring activities that Harvard has pre-approved

i) Conducting research or otherwise being listed on a sponsored award on behalf of a program outside of Harvard

[From the Statement on Outside Activities of Holders of Academic Appointments](#): *Full-time academic appointees should not accept a regular research position with another university or academic enterprise unless permission is obtained from their responsible Dean in advance.*

Please report:

- If you are a named investigator expending effort on a sponsored award outside of Harvard that has not been approved by Harvard

Do not need to report:

- Any sponsored awards that flow through Harvard including subcontracts
- Co-authorships where the research is conducted elsewhere and you are not a named investigator on the project
- Collaboration or consortium agreements where you are only contributing or receiving data (please ensure a Data Use Agreement is in place if appropriate).

j) Prizes, including awards and honoraria

Please report:

- Paid prizes or awards received by for-profit entities

Do not need to report:

- Unpaid prizes or awards
 - Specific examples: Certificates, honorary degrees, etc.
- Prizes or awards from non-profit entities

k) Speaking engagements that are: (a) paid for by any outside organization, institution or third party; (b) conducted for a non-academic entity in the United States; or (c) conducted in a foreign country. Note that "paid" does not include travel reimbursement (disclosing travel is outlined below in section l).

Please report:

- Paid or unpaid speaking engagements conducted for for-profit entities.
- Paid speaking engagements including those conducted remotely if they are organized by a foreign entity.
- Paid or unpaid speaking engagements that do not fall into the categories below.

Do not need to report:

- Paid or unpaid speaking engagements at US-based institutions of higher education or an academic teaching hospital, medical centers or research institute that is affiliated with a US-based institution of higher education as well as speaking engagements at a US federal, state or local government agency.
 - Specific examples: Commencement address at an American university. Keynote speaker at US federal government conference.
 - Unpaid speaking engagements related to your institutional responsibilities such as the dissemination of research or talks related to potential or ongoing research projects.
 - Specific example: Presenting research findings at a WHO conference.
- l) Reimbursed travel (including travel paid on your behalf by a third party) exceeding \$5,000 or in aggregate with another interest from the same entity exceeding \$5,000 in the past 12 months. Note: Do not include travel reimbursements from a US government agency or a US institution of higher education.

Please include:

- All reimbursed or sponsored travel exceeding \$5,000 that does not fall into the “do not report” categories below.
- Travel that when aggregated with another interest from the same entity exceeds \$5,000 in the past 12 months.
 - Specific example: Consulting for Pfizer in January for which you were paid \$4,000. Your travel in February worth \$1500 was also reimbursed by Pfizer. In addition to the consulting income, you must now also disclose the travel reimbursement.

Do not need to report:

- Travel that is reimbursed or sponsored by a federal, state or local government agency; a US-based institution of higher education; or an academic teaching hospital, medical center, or research institute that is affiliated with a US-based institution of higher education. This exclusion only applies domestically.
 - Specific examples: Travel paid by NIH. Travel paid by an American university.