

## EKU Request for Approval of Outside Employment

This form is to be completed for requests for consulting time to be paid through university grant funds or from external employers. This form must be completed and approved prior to work being performed.

EKU Consulting (grant-funded)     
  External Employer Consulting (not grant-funded)

Name: \_\_\_\_\_ Department: \_\_\_\_\_

Grant Project Title: \_\_\_\_\_ Grant ID \_\_\_\_\_

Project Director: \_\_\_\_\_ Department: \_\_\_\_\_

Outside Employer: \_\_\_\_\_

Cumulative Number of Consulting Days Used to Date\*: \_\_\_\_\_

\*9-month faculty are limited to 36 consulting days per year; 12-month faculty are limited to 48 consulting days per year; 7.5 hours constitute one consulting day.

Number of Consulting Days Involved: \_\_\_\_\_ Date(s) of Employment: \_\_\_\_\_

Description and Justification for Consulting Activity:

\_\_\_\_\_

*I have read, understand, and agree to abide by EKU's policy on consulting, located in the Faculty Handbook, Section IV, page 14.*

|           |      |
|-----------|------|
| Signature | Date |
|-----------|------|

**Recommendations:**

|                                   |      |                                  |                                     |
|-----------------------------------|------|----------------------------------|-------------------------------------|
| Project Director, if grant-funded | Date | <input type="checkbox"/> Approve | <input type="checkbox"/> Disapprove |
| Department Chair                  | Date | <input type="checkbox"/> Approve | <input type="checkbox"/> Disapprove |
| College Dean                      | Date | <input type="checkbox"/> Approve | <input type="checkbox"/> Disapprove |

Comments:

**Decision:**

|  |      |                                  |                                     |
|--|------|----------------------------------|-------------------------------------|
| Director, Sponsored Programs (if grant-funded) | Date | <input type="checkbox"/> Approve | <input type="checkbox"/> Disapprove |
| Provost/Vice President for Academic Affairs    | Date | <input type="checkbox"/> Approve | <input type="checkbox"/> Disapprove |