



# Request for Approval of Outside Professional Work for Compensation (Form 1460)

The UW's Executive Order 57, [Outside Professional Work Policy](#) (the "Policy"), requires faculty members, librarians, and all other academic personnel to obtain University approval before engaging in any activities for which they receive compensation directly from an outside or non-UW source (i.e., the paycheck does not come from a UW account). Note that this does not include honoraria for certain academic or scholarly work for not-for-profit organizations, educational institutions, and governmental bodies. A full description of what constitutes outside professional work for compensation can be found in the Policy. Purely voluntary work for which no financial payment, property rights, or other tangible benefit of any sort will be received does not require approval.

Compliance with the Policy provides significant protection from potential complaints under the Washington State Ethics Act, [RCW 42.52](#) (the "Ethics Act").

2507-100  
FY2025  
Received 7/16/24  
Office of Research

## Instructions for Submitting the Request

1. Fill in the blanks below and sign the Request Form.
2. Send the Request Form to your department chair or program director for review and recommendation.
3. The department chair or program director will evaluate the Request Form, make a recommendation, and submit the Request Form and recommendation to the appropriate dean, chancellor, or vice provost, for further action. Under some circumstances, review by the Provost's Office may also be necessary.
4. In all cases, following review by the dean, chancellor or vice provost, forward the signed Form 1460 for final determination to:

[work1460@uw.edu](mailto:work1460@uw.edu) OR  
Office of Research, Attn: Outside Work Requests, Box 351202.

## A. APPLICANT INFORMATION

<b>Last Name</b>	<b>First Name</b>	<b>Middle Name</b>
<input type="text" value="Addoh"/>	<input type="text" value="Ovuokerie"/>	<input type="text"/>
<b>Employee ID</b>	<b>Email</b>	<b>I am here on a visa</b> <input type="checkbox"/>
<input type="text" value="813008435"/>	<input type="text" value="ocaddoh@uw.edu"/>	<b>Visa Type</b>
		<input type="text"/>
<b>Department/Program</b>	<b>College/School</b>	<b>Campus</b>
<input type="text" value="Rehabilitation Medicine"/>	<input type="text" value="SCHOOL OF MEDICINE"/>	<input type="text" value="SEATTLE"/>
<b>Job Title</b>	<b>%FTE</b>	<b>Service Period</b> (12 mo, 9 mo or other)
<input type="text" value="Assistant Professor"/>	<input type="text" value="100.00"/>	<input type="text" value="12.00"/>
Yes, I have read the <a href="#">Outside Professional Work Policy</a> within the past year.		<input checked="" type="checkbox"/>
<i>If not, please do so before continuing, since failure to comply with the Policy puts you at individual risk. The Policy contains specific exemptions, conditions, and limitations. Further information may be found on the <a href="#">Outside Work web page</a>.</i>		

B. OUTSIDE ORGANIZATION INFORMATION

Name of Organization

University of Mississippi

Please spell out the full name of the organization

Contact at Organization

Name

Allison Ford-Wade

Title

Professor

Email

ford@olemiss.edu

Phone

(662) 202-8601

Deeper Involvement with the Organization

Do you or any member of your immediate family, including any significant other:

☒

1. Have ownership or other Significant Financial Interest with the outside Organization (includes annual compensation >\$5,000, and as otherwise defined in UW Policy [GIM 10](#))?

☐

2. Have a management position?

☐

3. Participate in day-to-day operations (e.g. as an employee)?

☐

4. Have other significant or continuous involvement with the outside organization that is deeper than an usual consulting relationship?

For any indicated relationships, please describe the involvement:

Compensation will be greater than \$5000

C. OUTSIDE ACTIVITY INFORMATION

Category of Activity (check all that apply):

☐ Professional/Private Practice (1)

☐ Performing Arts (2)

☐ Consultant (3)

☐ Speaker (4)

☐ Board Member (5)

☐ Editor (6)

☐ Expert Witness (7)

☐ Professional/Cont. Education (8)

☐ Scientific/Technical/Expert Advisor (9)

☐ Reviewer of Research Proposals or Manuscripts for Publication (10)

☒ Other (11)

Adjunct Instructor

Period of Work: The dates between which the work will be performed.

From

07/01/2024

To

06/30/2025

Number of days for activity

20

Describe the activities to be performed. Include the nature and scope of the activities and their relationship (or lack thereof) to your UW employment:

This request is intended to cover all of my activities with the University of Mississippi during for the 2023/2024 academic year, serving as adjunct instructor with the Department of Health, Exercise Science and Recreation Management. The nature of work is completely separate from my role with UW.

5. Will other UW employees or students be involved in this work?

☐ Yes

☒ No

6. Are you receiving or do you anticipate receiving any UW research funding from the organization?

☐ Yes

☒ No

D. UW RESOURCES & PROPRIETARY INFORMATION

Please refer to Section 7 of Administrative Policy Statement [59.04](#)

☐ Yes ☒ No      7. Is there a reasonable possibility that this work will result in the transfer or use (other than through a CoMotion authorized licence) of a patentable invention conceived or actually reduced to practice at the UW? If yes, describe the invention:

☐ Yes ☒ No      8. In this outside work, will you be participating in activities that are likely to result in patentable inventions?

☐ Yes ☒ No      9. In this outside work, will this activity require that you conduct original research?

If the answer to questions 7, 8, or 9 is yes a [Patent Assignment Agreement](#) must be signed by you and on file with CoMotion.

**NOTICE:** You should carefully review any agreements with the outside Organization to be certain any terms you agree to are consistent with your obligations as a UW Employee. For further information see Presidential Orders [EO36](#) (intellectual property) or [EO57](#) (outside work for compensation).

☒ Yes ☐ No      10. I AGREE: UW employees, including faculty members, librarians, and other academic personnel, may not use UW supplies, equipment, or facilities for outside work except for limited uses in approved outside work. [APS 47.02](#) describes the scope of these limited uses. This Form is the means by which you may obtain approval of outside work, in part to authorize these limited uses. By checking "yes" you certify that you will make no more than these limited uses in any outside work approved under this form.

Applicant Signature

In submitting this request, I certify that the Statement above are truthful to the best of my knowledge.

Ovuokerie Addoh

07-04-2024

Applicant Signature

Date

Department Chair/Dean Signatures

I am confident on the basis of the information provided that the proposed outside work:

• Will not interfere with the Applicant's primary obligations to the UW

• Is not within, or a duplication of, the UW duties of the Applicant or under the Applicant's supervision

• Does not fall within the scope of the Applicant's grant or contract funding at the UW

• If it involves consulting with another state entity, [RCW 42.52.110-120](#) have been followed

• If applicable, a deeper involvement review will be conducted pursuant to Executive Order 57, Schedule C, and a conflict management plan will be prepared and implemented.

I ☒ approve ☐ do not approve this request

I ☒ approve ☐ do not approve this request

Janna Friedly07-11-2024Chirag Patel07-16-2024

Chair SignatureDateDean SignatureDate

Vice Provost's/Provost's Office Signatures

☐ Acknowledgement of receipt of form, deeper review not required

Office of the Provost SignatureDate

Evaluation of Request by the Provost or Designee

I ☒ approve ☐ do not approve this request

Requirements upon which Approval is Conditional (if any):

- No services you perform as part of your outside work for University of Mississippi may duplicate any work you perform while participating in research, or other institutional activities, at the University.

- Only de minimis use of University resources may be made.

DocuSigned by:  
Alana Clark  
06C2AD607E46406

8/9/2024

Provost or Designee SignatureDate

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