

Outside Academically-Related Activities

You are asked by your professional organization to participate at the national level in a committee related to your health center activities [e.g., research grants award, clinical practice guidelines, educational milestones or continuing education, or administrative]. This participation will include regular conference calls and semi-annual face-to-face meetings. Your work is voluntary, but the organization will cover all necessary travel expenses according to their policies. They will book a block of hotel rooms and pick up the basic room rate; breakfast and lunch are part of the committee meeting but you will pay for dinner the night before [either as room charge or by cash or credit card]. You will also make your travel reservations through their travel agent.

What do you need to do within UConn Health Center and as a state employee to comply with the University Code of Ethics and the state Code of Ethics?

Answer:

- 1) Confirm with your division chief and department chair that the activity is appropriate.
- 2) Review consulting policies to determine that your activity is NOT consulting and review the University Guide to the State Code of Ethics
<http://www.audit.uconn.edu/doc/codeofethics.pdf> for additional information.
- 3) Prior to the meetings, complete the form for “Academically Related Activities” which you can obtain through your school’s Dean’s office. [Complete retrospectively if you didn’t do ahead – and next time, file early!]
- 4) You must also submit a “no cost to state” travel authorization.
- 5) File an ETH-NE report within 30 days of receiving your reimbursement for out of pocket expenses.
 - a. <http://www.ct.gov/ethics/cwp/view.asp?a=3508&q=414910>
 - b. Select “Necessary expenses” and fill out on-line.

Your engagement with national societies and professional organizations is important, but keep your financial and travel “in line.”