

REQUEST FOR PRIOR APPROVAL OF OUTSIDE EMPLOYMENT
Form Number F131GS
Effective Date: 08/05/2020

Name: _____

Title: _____

Approval is requested to engage in the following outside employment activity.

Employing Firm, Person, or Agency: _____

Address: _____

City: _____ State: _____ Zip: _____

Briefly describe work to be performed and how it serves the interests of the Stowers Group of Companies ("SGC"):

Amount of time to be spent in outside employment per week: _____

Proposed employment will begin _____ and continue through _____

Compensation to be received is _____

SGC equipment may not be used for consulting purposes by any Covered Individual without express written approval as outlined below. In unusual cases where a very unique piece of equipment is not otherwise available, such usage may be authorized, assuming availability of the equipment and adequate compensation to the SGC. In such cases, the person making the request must describe the SGC's equipment to be used and justify its request. In no case is the rate of compensation to be negotiated by the Covered Individual. Such negotiations will be between the Office of the Stowers Institute for Medical Research ("SIMR") President and CEO and the entity contracting with the Covered Individual to consult. Negotiations for use of equipment and rate of compensation will not occur until final approval has been given to the Request for Prior Approval of Outside Employment/Consultation/Appointment/Positions, Including Self Employment.

I acknowledge that I have read and will abide by Policy 131GS, "Outside Employment," as well as Policy 201GS governing Intellectual Property.

Signed: _____ Date: _____

Approvals (sign and date)

Thesis Advisor, GSSIMR (if applicable): _____

Dean, GSSIMR: _____

Human Resources Officer, GSSIMR: _____

President & CEO, SIMR: _____