

UNIVERSITY of HOUSTON

HUMAN RESOURCES

Every year in compliance with University of Houston System Board of Regents [Policy 57.02](#), [SAM 03.A.17](#) and [SAM 02.A.08](#), the UH System requires benefits eligible faculty and staff to acknowledge and report any activities that may create a conflict of interest with University responsibilities for the previous calendar year. We are reminding employees of their obligations to:

- Complete the annual Consulting/Related Party acknowledgment form, in P.A.S.S. as instructed below **for 2020; and**
- Complete a Consulting and Paid Professional Service Application, if you intend to perform Consulting, Paid Professional Service, or create a Start Up company **in 2021.**

I. Annual Disclosure of Activities for 2020

To make this annual report as required, employees should log into PASS and select an option based on their situation regarding [Consulting and Paid Professional Services](#) as well as [Disclosure of Related Party Interests](#) for any **activities from January 1, 2020 to December 31, 2020.**

Per policy, the following individuals are required to complete the Related Party/ External Consulting Agreement:

- All full-time benefits eligible faculty
- All full-time benefits eligible salaried staff
- All hourly staff in a position to originate purchase requests or influence purchasing decisions

The Consulting/Related Party acknowledgment form can be accessed by performing the steps below:

- Log on to AccessUH
- Click on the P.A.S.S. icon
- Click on the Training icon
- Select Consulting/Relating Party tab on the left side
- Make your selections (Selections will default based on previous responses)
- Click Submit

Please complete the acknowledgment as soon as possible.

Department business administrators can use the query HRMS_CONSULTING_REL_PARTY to confirm completion of this form.

II. Consulting, Paid Professional Service, or Start Up Activities for 2021

Please be aware that if you intend to participate in Consulting, Paid Professional Services, or create a Start Up company, you must complete a Consulting and Paid Professional Service Application form and receive approval **prior to** engaging in the activities. Completed approved forms are kept on file in Human Resources. The link for the approval form is as follows for reference: <https://www.uh.edu/human-resources/forms/consulting.docx>. If you have already started consulting or related activities and have not yet completed the form, you should do so now.

Feel free to contact the HR Service Center with any questions or concerns.

Thank you.

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