

<b>Annual College and University Disclosure Form</b>
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Date of Statement: \_\_\_\_\_

Reporting Period: 1/1/2017 through 12/31/2017

First Name: \_\_\_\_\_

Last Name: \_\_\_\_\_

Institution: New Jersey Institute of Technology

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

Position: \_\_\_\_\_

Daytime Telephone: \_\_\_\_\_

Email Address: \_\_\_\_\_

**Instructions:** This form must be submitted pursuant to N.J.A.C. 19:61-6.10(a), which requires a State official serving in a scholarly capacity to annually disclose to his/her Department head any travel, subsistence or entertainment expenses, honoraria, academic prizes or other things of value related to activities performed in a scholarly capacity received in the prior academic year (July 1st through June 30th). Any benefit received related to your State position, and any outside activity performed, while not acting in a scholarly capacity, must still be reported pursuant to your institution's procedures, and on the forms required by the State Ethics Commission. Enter "N/A" in any category in which you did not receive benefits while acting in scholarly capacity during the covered academic year.

**Benefits Received****A. Travel, Subsistence and Entertainment Expenses**

Date Received	Type of Benefit	Amount	Source	Interested Party*

**B. Honoraria, Academic Prizes or Other Things of Value**

Date Received	Type of Benefit	Amount	Source	Interested Party*

\*Indicate whether the source of the benefit is an interested party to your institution. "Interested party" means: 1) any person or entity your institution regulates, licenses or supervises; 2) any grantee or grantor to your institution and any employee, representative or agent thereof; 3) any supplier/vendor to your institution; 4) any advocacy group that advocates or represents the positions of its members to your institution; 5) any organization a majority of whose members fall under 1-4 above.

**C. Assigned Educational Texts or Materials**

1. Do you assign educational books or materials authored by you as a course requirement?

Yes                  No

2. If answer to question 1 is yes, do you receive royalties from those educational materials?

Yes                  No

3. If answer to question 2 is yes, did you donate those royalties?

Yes                  No

4. If answer to 3 is yes, where were the royalties donated?

**To the best of my knowledge and belief the information on this form is true and accurate.**

\_\_\_\_\_  
Signature of Employee

\_\_\_\_\_  
Date

**This Disclosure form must be signed by the employee and his/her department head before filing with the Ethics Office.**

**I have reviewed the information contained on this form.**

\_\_\_\_\_  
Department Head Signature

\_\_\_\_\_  
Date:

\_\_\_\_\_  
Ethics Liaison Officer Signature

\_\_\_\_\_  
Date: