

**CLEARANCE FOR ADJUNCT TEACHING OR OTHER PART-TIME WORK
BY FULL-TIME GRANT-FUNDED STAFF**

DePaul staff in full-time grant-funded positions should complete this form before engaging in adjunct teaching or other part-time work at the University. The goal is to permit such work while also ensuring that DePaul's responsibilities to its external sponsors are fulfilled.

1. Name:
2. Employee ID:
3. Job Title:
4. Grant project:
5. Principal Investigator:
6. Please list the course(s) you will be teaching (course number, name, schedule) or briefly describe the part-time work that you will be doing and the number of hours per week the work will require.

7. Please sign the form below and obtain the signature of the Principal Investigator to whom you report. In signing below, you are confirming that the adjunct teaching or part-time work described above:
 - ✓ Is not a part of your grant-funded responsibilities.
 - ✓ Will not interfere with your grant funded responsibilities. (The work will be performed outside normal work hours OR there is a plan approved by the PI to make up any work hours affected so that overall effort devoted to grant-funded responsibilities is not reduced.)
 - ✓ Will not require more than incidental use of computers, printers, cell phones, or other such resources that were purchased with federal grant funds. (For example, use of a computer to offer web-based instruction via D2L would exceed "incidental use." Sending an occasional e-mail to a student would not. Please contact ORS with any questions about this.)

Staff Member

Date

Principal Investigator

Date

Please forward the completed form with the above signatures to the Office of Research Services.