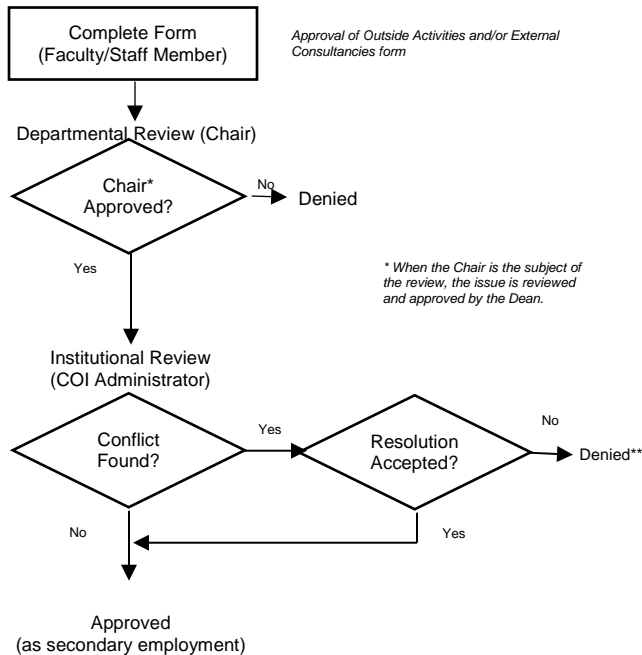


## Attachment D

### *Honoraria and Associated Expenses*

#### Prior to Accepting Engagement



Contact Candice Long, SIUSOM Ethics Officer/Conflict of Interest Administrator, with questions: 217/545-8532, [clong@siumed.edu](mailto:clong@siumed.edu).

Because honoraria meet the definition of gifts under the Illinois State Officials and Employees Ethics Act (5 ILCS 430/) and Industry is a prohibited source under the Act, the speaking or other engagement must be done on the employee's own time. This engagement is considered secondary employment for the individual.

Reviews and approvals by the Departmental Chair/Unit Administrator and the Conflict of Interest Administrator, on behalf of the Conflict of Interest Committee, are required.

## **Attachment D** (continued)

### **Honoraria and Associated Expenses – Considerations for the Department Chair/Unit Administrator**

The department chair/unit administrator reviewing the Approval of Outside Activities and/or External Consultancies Form related to an honorarium/associated expenses engagement from industry and as submitted by the faculty or staff member should consider the following questions at a minimum when making the approval decision:

1. Will the honorarium and associated expenses reimbursement from industry be paid directly to the faculty or staff member? As noted above in E.2 Personal External Professional Relationships – Compensation and Expenses, the faculty/staff member is acting in these engagements in his/her private capacity and not as an agent of SIU School of Medicine or SIU HealthCare. All payments under these agreements must go directly from the external entity to the faculty or staff member. If that is not proposed in this engagement, the department chair/unit administrator should not approve the request.
2. Does the engagement represent a conflict of commitment for the faculty/staff member, department/unit, or medical school? According to the SIUSOM Conflict of Interest/Commitment policy, a conflict of commitment exists when the external activities of the faculty or staff member are so demanding of time or attention that they interfere with the individual's primary responsibilities to SIUSOM. If a real or potential conflict of commitment exists, the department chair/unit administrator should not approve the request.
3. Are the honorarium and associated expenses set at reasonable and fair market value? (See Definitions section in this policy for details.) If not, the department chair/unit administrator should not approve the request.
4. Consider any other relevant issues pertinent to the department/unit.

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