

ROYALTIES AND DONATION  
FORM

It is a conflict of interest for UCF employees instructing a course to receive payment or anything of value in exchange for requiring UCF students to purchase their authored or co-authored textbook or other instructional material. UCF employees must report the use of their materials under these circumstances in the Potential Outside Activity, Employment, and Conflict of Interest and Commitment Disclosure (AA-21) and take action to mitigate the conflict of interest created. Possible mitigation efforts include offering the materials to UCF students at no cost, declining royalties from the publisher, donating the royalties paid by UCF students, etc. When opting to donate royalties, UCF employees will complete this Royalties and Donation Form in its entirety and submit it, along with the required verification documentation (such as cancelled checks showing the donation), with their AA-21 Disclosure. Note, employees may donate to any non-profit organization. A condition of the donation is that the employee must not personally benefit in any way from the donation and must not have any authority over or ability to influence how the funds are distributed.

Employee Name: \_\_\_\_\_

College/Dept.: \_\_\_\_\_

Phone: \_\_\_\_\_

Course number and title: \_\_\_\_\_

Textbook/Material title: \_\_\_\_\_

The contribution (or estimation\*) of \$ \_\_\_\_\_ for \_\_\_\_\_ students represents a royalty rate of \$ \_\_\_\_\_ per student and is donated to:

Organization Name: \_\_\_\_\_

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

\*If royalties are unknown at the time of submitting this form, please provide an estimate based on previous year sales when available. After actual royalties have been determined, please amend this form and upload documentation for verification (i.e. charitable organization receipt, cancelled check, credit card statement, etc.).

Applicable governing documents: Florida Statutes 1004.085 and 112.313, UCF Regulations 2.032 and 3.018, United Faculty of Florida Collective Bargaining Agreement Article 19, and the UCF Faculty Handbook.