MIT Conflict of Interest Worksheet:   
Graduate Student Outside Professional Activities

The purpose of this worksheet is for graduate students to gather relevant details for discussion with your thesis supervisor and/or graduate officer, to consider whether the proposed activity poses a potential [conflict of interest](https://oge.mit.edu/gpp/roles-relationships/conflict-of-interest/).

**Graduate Student Information**

Student Name:

Research Advisor Name:

Graduate Officer Name:

**Graduate Program Information**

What year did you start your program?

What is your expected thesis defense date?  
What is your expected thesis submission or graduation date?

How are you funded?

If you have a fellowship, do the terms of the fellowship allow you to consult?

**Consulting Information**

Company name:

What is your anticipated start date?

What is your anticipated end date?  
*Please estimate if not yet finalized.*

Do you have or will you receive equity in the company?

How many hours per week will you consult or work for the company?

Will you be compensated? If so, how?

If you are an international student, does your visa status allow for employment, and do you have the proper work authorization? It is imperative to follow all relevant regulations and [International Students Office guidance](https://iso.mit.edu/).

**The following questions will help determine if the outside professional activity could create a conflict of interest.**

* Describe in detail how your MIT research is separate and distinct from your OPA.
* Please address whether or not your MIT research will affect the outcome of your OPA.
* Please address whether or not your OPA will impact your MIT research and time to degree.
* Will your ability to publish your thesis or any other academic publication you are planning be implicated or restricted in any way?
* Will it build upon an existing patentable invention, copyrighted software, or other intellectual property rights owned by MIT or related to your MIT research?
* Does your research supervisor/thesis advisor have any involvement or financial interest in your OPA?
* Will the OPA involve any use of MIT facilities, including your supervisor’s or department’s lab spaces or resources? If yes, describe.
* Will any MIT faculty, postdocs, students, or staff be involved in carrying out your OPA? If yes, describe.
* Is there a danger of inadvertent use of outside company confidential information in your thesis research or any publications (including your thesis itself)?
* Is there a danger of inadvertent sharing of unpublished MIT intellectual property during the OPA?
* If you have supervisors at other Institutions, have they been informed, and do they approve?
* Are you working on federally-sponsored research? It may require special disclosures; please consult with your research supervisor to make sure you understand your obligations.

Are you working on federally-sponsored research? It may require special disclosures; please consult with your research supervisor to make sure you understand your obligations.

​If you have concerns about taking on specific consulting work, such as feeling an obligation or pressure to conduct work not of your choosing, please reach out to [OGE GradSupport](mailto:gradsupport@mit.edu).