

EXTERNAL PROFESSIONAL ACTIVITIES FOR PAY (EPAP) & NOTICE OF INTENT (NOI)

A basic, one-sheet primer on information YOU need to know

What is an External Professional Activity for Pay (EPAP)?

An External Professional Activity for Pay (EPAP):

1. Is not included within one's primary or secondary university employment duties;
2. Is performed for any entity, public or private, other than the university;
3. Is undertaken for compensation; AND
4. Is based upon the professional knowledge, experience, and abilities of the employee

What are some examples of EPAPs?

Examples of EPAPs include but are not limited to:

- Consulting
- Secondary employment which is related to one's institutional responsibilities
- Ownership or management position in a company or other entity
- Service on a board of directors or scientific advisory board

Who must submit a Notice of Intent (NOI) form?

Any faculty member or EHRA professional staff member who is planning to engage in an EPAP. There is a \$0 threshold for reporting EPAP, so ALL EPAPs must be reported. Please note that NOI forms are NOT required of SHRA employees, who must instead follow the university's Secondary Employment Policy and should contact their HR representative with any questions.

When should I submit an NOI form?

NOI forms must be submitted at least ten days prior to the commencement of an EPAP.

NOTE: The NOI reporting period runs from August 16 to August 15 of each academic year. If an EPAP runs continually from one reporting period to the next, a new NOI form must be submitted.

How do I submit an NOI form?

At NC State, NOI forms are filled out and submitted via the **online NOI system** (Direct link: https://www3.acs.ncsu.edu/noi/noi_main.php). The NOI system is fully integrated with the COI system. Please visit the **NOI System Help page** at <https://research.ncsu.edu/sparcs/compliance/coi-and-noi/noi-system-help/> for help and detailed instructions.

Why do I need to submit an NOI form before engaging in an EPAP?

Engaging in an EPAP is a privilege of serving in an EHRA professional or faculty position. The Board of Governor's policy and NC State regulations require prior notification of your intent to engage in an EPAP and approval by your supervisor (department head, dean, etc.). This is done in order to avoid conflicts of commitment, which occur when the pursuit of external activities involves an investment of time that interferes with an employee's work obligations.

I still have questions!

Please visit the **NOI Frequently Asked Questions page** at <https://research.ncsu.edu/sparcs/compliance/coi-and-noi/noi-help/> or email coi-noi-compliance@ncsu.edu. You may also be interested in viewing the **Consulting FAQs** at <https://generalcounsel.ncsu.edu/legal-topics/employee-matters/consulting-faqs/>. Additionally, **online COI and NOI educational modules** are available at <https://research.ncsu.edu/sparcs/compliance/coi-and-noi/coi-online-education-modules/>.