

Updated: *March 22, 2012*

Name of link: *What to include5*

Please do not use acronyms - please spell out in full.

- Describe briefly what you do and who you do it for such as the names of clients or companies.
- Describe briefly what each client or company you named does, that is its field of activity.
- Explain how much you were paid by each organization or client named. If you are not sure, add an estimate and explain it briefly.
- Explain the amount of time you dedicated to each. If you are not sure, add an estimate and explain it briefly.
- Did you, for the purposes of any such activity, use any University resources including the time of University staff? If “yes”, please provide details of the use you made of University resources including the time of University staff.