



To all EHRA Faculty and Non-Faculty:

External Professional Activities for Pay (EPAP) FY25

Pursuant to the Board of Governors' Policy on Conflict of Commitment and related External Professional Activities, we are reminding all EHRA Faculty and EHRA Non-Faculty employees that External Professional Activities for Pay (EPAP) requests for any proposed activities for the time period of **July 1, 2024, to June 30, 2025**, should be submitted into the online Activities, Interests, and Relationships (AIR) management system (air.unc.edu).

External Professional Activities for Pay (EPAP) means any activity that is:

- Not included in one's University employment responsibilities.
- Performed for any entity, public or private, other than the University employer.
- Undertaken for compensation.
- Based upon the professional knowledge, experience and abilities of the EHRA employee.

A few reminders about this policy:

- All EHRA employees with an FTE of 0.5 or greater are subject to this policy.
 - For employees with an FTE of 0.5 or less, a conflict of interest disclosure may be required, as applicable.

- EPAP requests should be submitted at least 10 days in advance of the activity taking place. For on-going activities, a new EPAP request must be submitted each fiscal year.
- Generally, EPAPs must take place outside of normal working hours as established by the employee's department. If an EPAP must be performed during scheduled work hours, the time should be taken as vacation or other appropriate non-paid time, as approved in advance by the department.
- There is no entitlement or guarantee to a specific or set percentage of time for EPAP activities. Percent of effort is capped by the UNC System Office at 20% of University time for employees at 1.0 FTE.
- For purposes of EPAPs, equity for you or your spouse/partner is a form of compensation, and therefore any activity with an entity that includes equity ownership requires an EPAP to be filed.

Note: Information on your EPAP submissions may be viewed via your AIR profile, available through the air.unc.edu website.

For more information, please review:

- EPAP FAQs on the Provost Office: <https://facultyaffairs.unc.edu/policies-and-procedures/faculty-conduct-and-external-activities/epap-frequently-asked-questions/>
- University's EPAP policy page for more details about EPAP and related policies and regulations: <https://policies.unc.edu/TDClient/2833/Portal/KB/ArticleDet?ID=132160>

Questions should be directed as follows:

- Policy for EHRA Non-Faculty employees: Vanessa Ragland, Senior Director of EHRA Personnel, at vanessa_ragland@unc.edu.
- Policy for EHRA Faculty: Gregory Copenhaver, Associate Provost for EPAPs and Conflict of Commitment at gcopenhaver@bio.unc.edu.
- Processing EPAPs in the AIR system: Roberto Cofresi, Office of University Counsel, at 843-9953, or email epap@unc.edu.

Related policies

UNC-Chapel Hill Policy on Individual Conflicts of Interest and Commitment

<https://policies.unc.edu/TDClient/2833/Portal/KB/ArticleDet?ID=131873>

The policy and regulations for conflict of commitment and External Professional Activities contained within the UNC Policy Manual and Code

<https://www.northcarolina.edu/apps/policy/index.php?section=300.2.2#policy-tab>.

The University, through the division of Institutional Integrity and Risk Management, collects and reports External Professional Activities for Pay as required in this Policy.

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