

**Ramapo College of New Jersey**  
**Annual College and University Disclosure Form**

**Statement Date:** \_\_\_\_\_ **Academic Year:** July 1, 20\_\_\_\_ – June 30, 20\_\_\_\_

**First Name:** \_\_\_\_\_ **Last Name:** \_\_\_\_\_

**Institution:** \_\_\_\_\_ **School:** SSAIS  ASB  CA  SSHS  TAS

**Title:** \_\_\_\_\_

**Daytime Telephone:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**Instructions:** This form **MUST** be submitted pursuant to N.J.A.C. 19:61-6.10(a), which requires a State official serving in a scholarly capacity to annually disclose to his/her Department Head any travel, subsistence or entertainment expenses, honoraria, academic prizes or other things of value related to activities performed in a scholarly capacity received in the prior academic year. (July 1<sup>st</sup> through June 30<sup>th</sup>). Any benefit received related to your State position, and any outside activity performed, while not acting in a scholarly capacity, must still be reported pursuant to your institution’s procedures, and on the forms required by the State Ethics Commission. Enter “N/A” in any category in which you did not receive benefits while acting in a scholarly capacity during the covered academic year.

**Benefits Received**

A. List below any benefit you received, from **any source outside Ramapo**, including but not limited to, travel subsistence or entertainment expenses.

<b>Type of Benefit</b>	<b>Benefit Amount</b>	<b>Source</b>
Example: Travel	\$500	National Book Club
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Attach additional page(s) if necessary

B. List below any benefit you received, from **any source outside Ramapo**, including but not limited to, honoraria, academic prizes, or other things of value.

<b>Type of Benefit</b>	<b>Benefit Amount</b>	<b>Source</b>
Example: Honoraria	\$500	National Book Club
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Attach additional page(s) if necessary

\* Indicate whether the source of the benefit is an interested party to your institution. Interested Party means: 1) any person or entity your institution regulated, licenses or supervises; 2) any grantee or grantor to your institution and any employee, representative or agent thereof; 3) any supplier/vendor to your institution; 4) any advocacy group that advocates or represents the positions of its members to your institution; 5) any organization a majority of whose members fall under 1-4 above.

Attach additional page(s) if necessary

C. Assigned Educations Texts or Materials

Do you assign educational materials authored by you as a course requirement? Yes  No

If yes, do you receive royalties from those educations materials? Yes  No

If yes, did you donate those royalties? Yes  No

If yes, where were the royalties donated? \_\_\_\_\_

---

**To the best of my knowledge and belief the information on this form is true and accurate**

**Faculty Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Dean Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**ELO Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_