

## If you are offered a gift or honorarium...

### First

Please determine whether the gift or honorarium is connected to an [Outside Professional Activity](#) (OPA), or whether it is part of your job (or faculty) expectations. The [Quick Reference Guide](#) provides information and responsibilities for completing the OPA requests. In summary:

- If it is an OPA and compensation is **less than \$2,500 for the year**, complete the [OPA form](#) and submit it to your supervisor. Once approved by your supervisor, submit the form to the SMG Coordinator, [Deborah.Page@ucr.edu](mailto:Deborah.Page@ucr.edu) where it will be retained for end of year reporting requirement determinations.
- If it is an OPA and compensation is **at or above \$2,500 for the year**, complete the [OPA form](#) and this [additional detailed form](#) and submit it to your supervisor. Once approved by your supervisor, submit to SMG Coordinator, [deborah.page@ucr.edu](mailto:deborah.page@ucr.edu). The SMG Coordinator will obtain the next highest-level supervisor approval whether they are inside (e.g., Chancellor) or outside (e.g., President, Board of Regents) of UCR. **Pre-approval is required prior to starting the OPA.**
  - If the DocuSign routing tool is used for all internal UCR approvals, the SMG Coordinator should be copied on completion of internal signatures. The SMG Coordinator will then obtain outside UCR approvals, when required.

**Whether or not the activity is considered OPA, you have three options related to the gift or honorarium:**

- 1) decline the gift/honorarium
- 2) accept the gift/honorarium personally (subject to [state regulations](#), see **Second** below)
- 3) inquire whether the offering institution could donate the gift/honorarium directly to UCR, see **Third** below)

### Second

If accepting the gift/honorarium personally, please contact the Conflict of Interest Coordinator, [ian.harazduk@ucr.edu](mailto:ian.harazduk@ucr.edu), for guidance. Note that per [state regulations](#), as a designated filer under [UC's Conflict of Interest Code](#), the SMG member is prohibited from receiving any honoraria payments from any source of gifts or income that would be required to report on your Statement of Economic Interests. For more information on honoraria, review the [UC Conflict of Interest for Form 700 Filers training](#) and the [FPPC fact sheet](#). Certain payments for travel are excluded from the gift limits and honoraria prohibition.

### **Third**

If the institution is willing to donate the gift or honorarium, please contact the Administrative Services & Strategic Executive Team (ASSET) ([jackie.rodriquez@ucr.edu](mailto:jackie.rodriquez@ucr.edu)), who will provide the institution with specific information on how and where to donate. ASSET and Advancement Service Gift Administration ([lisa.wilson@ucr.edu](mailto:lisa.wilson@ucr.edu)) will work together to identify the proper donor fund (for a general use purpose) for the donation, creating a new foundation fund within 1-2 days if necessary.