

Unrelated Business Income Questionnaire

Questions about this form? Please e-mail Michele.Kuppich@ndsu.edu or Ramona.Adams@ndsu.edu

Name: _____ Dept. # _____

(Department)

Questionnaire

Completed By: _____ Phone _____

(Individual)

ADVERTISING

(Please circle appropriate response)

A. Does your department publish, sell or distribute the following:
(please check)

Yes

No

_____ Athletic or cultural events programs

_____ Phone directories

_____ Magazines and journals

_____ Newsletters

_____ Yearbooks

_____ Other Publications

(Describe : _____)

Do any of these publications contain paid advertising?

Yes

No

NA

If yes, please attach a recent copy of the publication.

Is the solicitation of advertising done by students as part of their educational curriculum? (Please answer separately for each publication)

Yes

No

NA

If yes, explain: _____

If no, describe the manner in which advertising is being sold:

Please attach a copy of any agreements/contracts with external advertising agents or publishers who solicit advertising on behalf of the University.

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- B. Does your department receive gifts directly from corporations? Yes No
If yes, please indicate whether your department provides any of the following benefits for the corporate sponsor in exchange for the gift:

- Special promotions of corporation's product or service
- Instruction to public to buy a product or service
- Endorsement of the corporation's product or service
- Inducement of parties to buy, sell, or lease sponsor's product or service
- Distribution of product price information

- Is the amount of sponsorship payment contingent upon the level of event attendance or broadcast ratings? Yes No NA

Please provide copies of any sponsorship contracts.

SERVICES

- A. Does your department receive revenue from the sale of any of the following services to persons or entities outside the University (please check) Yes No

- Copying, printing, binding, or graphic design
- Audio or video production, repair, duplication
- Photography or cartography services
- Accounting, billing, collection, communication, record-keeping
- Personnel services, (recruitment, testing, training, and placement)
- Other services (Describe: _____)

If such an arrangement exists, please describe in more detail the nature of the service provided, to whom the service is provided, and the manner in which you are compensated for the service:

- B. Does your department unit receive revenue from consulting services to persons or entities outside the University? Yes No

If yes, please describe the nature of the consulting services and tell who specifically provides these services:

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C. Does your department receive revenue from the sale of any of the following to persons or entities outside the University (please check):

- Internally developed software
- Computer time (to persons or entities outside the University)
- Other types of computer services (e.g. information retrieval, messaging services, etc.)
- Computer software courses

D. Does your department offer or sponsor group insurance sold to students, alumni, or staff? Yes No

If yes, do you receive dividend rebates or administration fees for offering/sponsoring the group insurance program? Yes No

E. Does your department offer or sponsor travel tours? Yes No

If yes, please provide information regarding the nature of the travel tours.

F. Has your department entered into an agreement with a financial institution to sponsor credit cards for use of the University's employees, members, or contributors? Yes No

G. Does your department sell or rent mailing lists to taxable entities or tax-exempt entities that are not charitable? Yes No

PRODUCTS

A. Does your department sell any products, merchandise, or supplies to persons or entities outside of the University? Yes No

If yes, please explain what is sold, to whom it is sold, and the manner of payments for goods sold: _____

B. Does your department sell any products with a useful life greater than one year to University students, faculty or staff? Yes No

If yes, please describe: _____

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C. Does your department manufacture any equipment or products? Yes No

If yes, please explain your manufacturing or product development activities: _____

D. Does your department conduct mail-order sales? Yes No

E. Does your department sell utility services such as excess electrical power, steam, chilled water, gas, or telephone service to entities outside the University? Yes No

If yes, please explain: _____

F. Does your department receive income from the sales of natural resources? Yes No

G. Does your department receive revenue from the sale of biological products or agricultural byproducts? Yes No

H. Does your department receive revenue from special laboratory testing? Yes No

RENTAL ARRANGEMENTS

A. Does your department receive rental payments attributable to any of the following arrangements? Yes No

- _____ Rent of real property only (land or building)
- _____ Rent of personal property only (equipment, etc)
- _____ Combination of real property and personal property

If a combination of real/personal property rental arrangement exists, indicate the percentage of rental payment attributable to the following:

- _____ % Real property
- _____ % Personal property

Describe the property rented: _____

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To whom is the property rented: _____

If you provide any services to the lessee as part of the rental arrangement,
Please describe the services in detail: _____

Is there any acquisition indebtedness on any property rented? Yes No

Is the rent based directly or indirectly on the income or profits derived
from the leased property? Yes No

B. Does your department lease or rent any other facilities not identified
above to the general public? Yes No

If yes, please describe: _____

RESEARCH ACTIVITIES

A. Does your department receive any revenue from activities incident to
commercial or clinical testing? Yes No

[Clinical testing relates to activities carried on as an incident to
commercial or industrial operations, e.g., the testing or inspection of
materials or products or the designing or construction of equipment or
buildings.]

Does your department conduct activities to test for compliance with
government safety requirements, FDA approval for commercial
marketing, premarketing rules, or to assure compliance with
environmental laws? Yes No

Are any research projects to develop new or improved uses for
existing commercial products? Yes No

Are any contracts for activities such as "testing" drug protocols,
software, soil and water samples? Yes No

Are any laboratory services provided to the general public (i.e.
nonpatients), including medical, technical, or scientific procedures
Yes No

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(e.g., testing of animal specimens or testing specimens for private practice groups)?

Do any contracts include marketing, demographic or statistical studies? Yes No

B. Does your department receive any royalties? Yes No

If yes, does the royalty relate to a mere share of revenues rather than representing the use of a valuable right? Yes No

Are any services provided by you to the licensee in exchange for the royalty payment? Yes No

Please describe the underlying transaction that gave rise to royalty income? _____

C. If research grants, gifts, or contracts are received from private industry sources, describe the nature of the research performed for private industry:

For each private industry grant or contract relationship, please answer the following series of questions:

Is work performed by students? Yes No

Does the activity contribute importantly to the training of faculty or to their classroom teaching? Yes No

Is the data collected used by the University for its own research, teaching, or training in a significant manner? Yes No

Are the results from the activity or project made available to the general public or limited for use by the commercial sponsor of the activity? General Public Commercial Sponsor

Is the patient participation limited to those who are potentially able to benefit from the medical treatment? Yes No

Were the methods and procedures involved in the project designed or controlled by the commercial entity? Yes No

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Is the activity or project in competition with commercial researchers or laboratories? Yes No

OTHER ACTIVITIES

A. Does your department receive any income from a covenant not to compete? Yes No

B. Does your department own a controlling interest (more than 80% of the stock) in a taxable entity? Yes No

C. Does your department own a non-controlling interest (less than 80% of the stock) in a taxable entity? Yes No

D. Does your department hold an interest as a partner in a partnership or participate in some other form of joint venture arrangement? Yes No

If yes, please describe the joint venture arrangement:

I certify that the information provided on this questionnaire is true and correct to the best of my knowledge.

Signature _____

Date _____