**UAB MSTP Additional Assignment and**

**Outside Activity Approval Form**

The UAB MSTP promotes activities that provide enriching experiences and opportunities outside of the regular full-time training of MSTP trainees. To ensure that the MD-PHD program is in compliance with UAB and NIH policies concerning appointments as a graduate-trainee, this form must be submitted for approval to the MSTP Director **prior** to engaging in any part-time projects, teaching, tutoring, or general activities.

Additional Assignment and Outside Activity appointments are valid for one academic year, not to exceed a combined total of **10 hours per week** as detailed by the [NIH](https://grants.nih.gov/grants/guide/notice-files/NOT-OD-17-095.html), must not interfere with, or lengthen the duration of the MSTP training plan, and are not limited to the following:

* Tutoring
* ICM trainer for standardized patients
* Teaching Assistant
* Teaching MCAT or GRE prep courses
* Projects not related to a primary MSTP research track

**Student’s Name:**  **Current Status in MSTP (e.g., MS1, GS1):**

**Please provide details of the activity or assignment along with contact information**

**Activity or Assignment Name:**

**Dates (cannot exceed beyond the current academic year):**  to **Estimated Hours/Wk:**

**Contact’s Name:** **Please describe scope of activity or assignment:**

All activities or assignments will be reviewed at the end of the listed academic year. Note that the MSTP Director or Student’s Thesis Mentor can request at any time that the abovementioned student refrain from continuing said assignment or activity if it is deemed a hindrance to the student’s ability to meet the standards of the MSTP training plan. All forms must be on file to ensure approval of payment for services rendered

# Student’s Signature Date

# Contact Person’s Signature Date

# Approved by Thesis Mentor (if Applicable) Date

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# Approved by MSTP Director Date

**Please return this form to Randy Seay (SHEL 121) once all signatures have been obtained**