

FREQUENTLY ASKED QUESTIONS

- Scholarly capacity is the capacity in which you serve the State as an employee. *N.J.A.C. 19:61-6.2* performed by a State official for the institution of higher education that employs or has appointed
This can include attendance and participation in or making presentations at events, such as colloquia, seminars, conferences or other similar scholarly gatherings.

Do I need to complete the form if I did not accept any benefits this academic year?

- Yes. All employees who serve in a scholarly capacity must complete the form annually to certify that they did or did not receive a benefit.

What types of expenses or benefits must be reported on the Annual College and University Disclosure Form?

- You must list and describe the type and amount of the benefit you received, and the source of the benefit. Benefits that must be reported include travel expenses, such as an airline ticket or train ticket, provided by the sponsor or other party connected to the event you are attending while acting in a scholarly capacity. Reasonable subsistence expenses, such as a hotel room and meal costs, provided by the sponsor or other party connected to the event you are attending while acting in your scholarly capacity must also be reported. Allowable entertainment expenses, such as incidental music and other ancillary entertainment received at an event function attended while acting in your scholarly capacity must be reported. The entertainment expenses must be considered part of the event that you are attending while acting in a scholarly capacity (e.g. a gala during a conference).

Can I speak at a symposium or conference about my research? Can I be paid for the presentation?

- Yes. You may make presentations on your research or other scholarly works. Unlike other State employees, employees of State colleges and universities acting in a scholarly capacity may accept an honorarium for the presentation of their work. As a scholarly capacity employee, you may accept honoraria, academic prizes and other things of value related to the presentation of your academic, pedagogical, artistic, educational or scholarly activity.

After the conference, the publisher offered to pay for a day of recreational activities. May I accept?

- No. It is not permissible to allow an event sponsor or any other person associated with the event you are attending in a scholarly capacity to pay for the costs of your ancillary personal recreation, such as golf, boat rides, or the costs for being a spectator at a sporting or other entertainment activity (e.g., football game, concert).

Do I need to complete an Attendance at Events form for my attendance at academic conferences?

- If you are attending an event in your scholarly capacity, you do not need to complete an Attendance at Events