September 16, 2019

UIC Faculty and Academic Staff
2019-2020 Report of Non-University Activities

Dear Colleagues:

I would like to request your participation in the annual submission of the Report of Non-University Activities (RNUA). Illinois state law, federal regulations and University statutes and policies require all salaried academic staff, including faculty and academic professionals, to complete the report and obtain prior approval for external activities, affiliations and appointments.

UIC academic staff are required to make a full disclosure of all non-University activities, affiliations and appointments that occur over the academic year August 16, 2019 to August 15, 2020. As a reminder, an academic staff member with less than a 12-month appointment must disclose activities, affiliations and appointments that occur during the months he/she is not appointed. The disclosure of affiliations and appointments have always required reporting.

This year, we are requiring academic staff members to make disclosures that provide the University a complete record of non-University activities, affiliations and appointments and ensure that the academic staff member has approval to engage in the activities or accept appointments. Academic staff must disclose all non-university activities, appointments, affiliations and commitments, including review panels and travel, whether compensated or not.

The reporting and approval process is not intended to discourage non-University income-producing activities. It is fully recognized that most of these activities are consistent with, and often beneficial to, your University roles. The reporting and approval procedures assist in ensuring that external activities are compatible with University reporting obligations under Illinois state law, federal regulations, and University statutes and policies. Please report such activities for the current academic year. If your activities change during the year, you should submit a revised report. UIC’s Conflict of Interest Office in the Office of the Vice Chancellor for Research is available to advise on potential conflicts requiring further action.

Please submit your RNUA disclosure today by going to START myDisclosures, https://myresearch.uic.edu/myDisclosures/
You must submit your RNUA disclosure by **Monday, October 7, 2019**. Once you submit your disclosure via the online disclosure application, the electronic system will automatically route the disclosure to your unit executive officer(s).

The *Policy on Conflicts of Commitment and Interest* is available under the Policy link at [https://research.uic.edu/compliance/coi](https://research.uic.edu/compliance/coi). This policy applies to faculty and academic staff. Civil Service employees are covered under a different policy and do not complete the RNUA disclosure. See Rule 16.01 for additional guidance and resources for Civil Service employees.

If you have any questions about the University Conflict of Commitment and Interest Policy, the online disclosure or the review process, please contact the campus Conflict of Interest Director Jacquelyn Jancius at [COI@uic.edu](mailto:COI@uic.edu) or at (312) 996-4070 or the COI Coordinator Scott MacEwen at (312) 996-3642. Thank you very much for your cooperation in ensuring that UIC complies with Illinois state law, federal regulations, and University statutes and policies.

Sincerely,

Joanna Groden, PhD  
Vice Chancellor for Research