



September 15, 2017

UIC Faculty and Academic Staff
2017-2018 Report of Non-University Activities

Dear Colleagues:

I write to request your participation in the annual submission of the Report of Non-University Activities (RNUA). Illinois law and University statutes and regulations require all salaried academic staff to complete the report and obtain prior approval for external activities.

Please submit your RNUA disclosure today by going to [START myDisclosures](#). You must submit your RNUA disclosure by **Monday, October 9, 2017**. 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 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 obligations. 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.

The *Policy on Conflicts of Commitment and Interest* is available under the Policy link at <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 interest policy, the online disclosure or the review process, please contact the campus Conflict of Interest Office at COI@uic.edu or (312) 996-3642.

Thank you very much for your cooperation in ensuring that UIC complies with the law.

Sincerely,

Mitra Dutta, Ph.D.
Vice Chancellor for Research
Distinguished Professor, Electrical and Computer Engineering

