Guidance for Disclosers

This list is not all-inclusive and meant to serve as guidance only and includes both domestic and international activities. UI Policy and Illinois law does not have a minimum dollar amount or time commitment on Outside Activities that are required to be reported by academic staff with an appointment greater than 0%. Faculty and academic staff are encouraged to disclose Outside Activities for full transparency, even when not required. Outside Activities should be disclosed regardless of financial interest, amount of time, or whether there was a payment associated with the Outside Activity consistent with Policy and Illinois law. All Outside Activities, including those occurring at night, on weekends, during non-contracted periods (e.g., summer for 9- and 10-month employees), and sabbaticals must be reported unless exempted in writing. For sabbaticals, any Outside Activities not within the scope of the approved sabbatical leave must be reported.

Each section below is guidance for the Outside Activity type you must select in UIC Research COI. If an activity does not clearly fall within a defined type of activity, choose the closest activity type or contact the COCI Office for assistance in determining which activity type should be used.

When "outside the UI System"[1] is used in the guidance below, it can include any company, start-up, hospital, foundation, government, agency, research facility, for-profit organization, not-for-profit organization, or other entity that is not a part of, owned, or operated by the UI System.

Entity Disclosure Information

Outside Employment, Appointment, or Affiliation	
Requiring Pre-Approval and Disclosure	Not Requiring Pre-Approval and Disclosure
Any appointment, employment, or affiliation outside the UI System.[2] Engaging in research or scholarship outside the UI System, not processed through an agreement by the Office of Sponsored Programs. Operating or directing a laboratory or research program outside the UI System. Elected or appointed positions outside the UI System. Any appointment or affiliation outside the UI System that is cited on a grant, publication, abstract, or presentation.	Appointments, employment, or affiliations in the UI System. Secondary Appointments in the UI System. Employment, appointments, or affiliations contracted through the UI System and approved by the Board of Trustees. Elected positions within the UI System. Any UI System appointment or affiliation that is cited on a grant, publication, abstract, or presentation.

Editorial Services	
Required Pre-Approval and Disclosure	Not Requiring Disclosure
Service on international editorial boards.	Editorial service, such as manuscript review, abstract review, etc.

[1] UI System includes the University of Illinois Chicago, University of Illinois System offices, University of Illinois at Springfield, University of Illinois at Urbana-Champaign, and the UI Health System.
[2] Including honorary, visiting, adjunct, and guest appointments or affiliations.

Board Service, Management and Fiduciary Responsibilities	
Requiring Pre-Approval and Disclosure	Not Requiring Pre-Approval and Disclosure
Holding a board of directors position outside the UI System. Holding a management position outside the UI System. Fiduciary responsibilities requiring the individual to legally act in the best interest of an entity or individual other than the UI System.	Board and management positions in the UI System. Fiduciary responsibilities for any unit in the UI System.

Consulting and Expert Witness	
Requiring Pre-Approval and Disclosure	Not Requiring Pre-Approval and Disclosure
Consulting outside the UI System. Expert witness activities outside the UI System. Scientific advisor outside the UI System. Scientific presentations, talks, and lectures at companies. Product endorsements.[3] Project design, management, implementation, reporting, or other analysis for organizations outside the UI System or not approved by the UI Board of Trustees. Confidentiality or non-disclosure agreements entered into as an individual. Freelance work.	Consulting on grants and awards processed through UIC Office of Sponsored Programs or other UI System sponsored programs offices. Expert witness for the UI System. Service on US academic or government review panels. Project design, management, implementation, reporting, or other analysis for the UI System or on projects approved by the UI Board of Trustees. Confidentiality or non-disclosure agreements entered into and approved by the UI Board of Trustees.

Equity, Divestiture, and Cash-Out	
Requiring Disclosure	Not Requiring Disclosure
Investments that relate to University Responsibilities.	UI System retirement accounts. Retirement accounts, including IRAs, 401Ks, 403bs, or similar. College saving accounts, including 529s or similar. Health savings accounts.

Travel	
Requiring Pre-Approval and Disclosure	Not Requiring Pre-Approval and Disclosure
Travel paid by entities that are not exempt from reporting.[4] Travel to conduct an Outside Activity, whether paid or not.	Travel paid from UI funds. Travel paid by US academic, US hospitals, and US Government committees or organizations. Travel paid for service on US academic and US government review panels. Personal travel that does not include UI business or an Outside Activity.

[3] University Policy on Endorsements: https://policies.uic.edu/uic-policy-library/communication-and-branding/endorsement-commercial-services-products-uic-employees/.
[4] Ethics Office Educational Materials and Missions. Request: http://go.uic.edu/EMM

Prizes and Honoraria	
Requiring Disclosure	Not Requiring Disclosure
Honoraria from any organization outside the UI System, and unless approved by the UI System Ethics Office.[4]	Honoraria approved through the UI System Ethics Office.[4]

Outside Teaching or Continuing Education	
Requiring Pre-Approval and Disclosure	Not Requiring Pre-Approval and Disclosure
Teaching at a school, university, hospital, government agency, company, or not-for-profit or for-profit organization other than the UI System. Participating in continuing education activities organized by a school, university, hospital, government agency, company, or not-for-profit or for-profit organization other than the UI System.	Teaching at any UI System campus. Continuing education organized by any UI campus run through the UI campus. Teaching or continuing education activities contracted through the UI System. Participating as a student or learner in continuing education.

Intellectual Property	
Requiring Disclosure	Not Requiring Disclosure
Protection of intellectual property, i.e., patents, licenses, options, copyrights, not disclosed to or managed by a UI System Office of Technology Management (OTM). Interactions[5] with non-UI System organizations not organized by a UI System OTM.	Protection of intellectual property, i.e., patents, licenses, options, copyrights, disclosed and managed by a UI System OTM. Academic copyright as defined by University General Rules[6]. Disclosures to a UI System OTM. Interactions with non-UI System organizations organized by a UI System OTM.

Foreign Government Talent or Recruitment Program[7]	
Requiring Pre-Approval and Disclosure	Not Requiring Pre-Approval and Disclosure
Talent or recruitment programs affiliated with governmental bodies and Universities outside the US	N/A

University Student or Personnel Involvement[8]	
Requiring Pre-Approval and Disclosure	Not Requiring Pre-Approval and Disclosure
University student or personnel working for a disclosed entity. University student or personnel assisting in consulting work.	University student or personnel conducting University business on campus.

[5] Interactions may be compensated or not and include time spent discussing, consulting, planning, marketing, developing, analyzing, or reporting related to a non-UI System organization engaging in intellectual property licensing or optioning.
[6] University General Rules, Article III, Section 4: https://www.bot.uillinois.edu/governance/general_rules/
[7] A Foreign Government Talent and Recruitment Program has been defined, in part, as an "[e]ffort organized, managed, or funded by a foreign government, or a foreign government instrumentality or entity, to recruit science and technology professionals or students (regardless of citizenship or national origin or whether having a full-time or part-time position)." Please consult the Guidance for Implementing National Security Presidential Memorandum 33 (NSPM-33) on National Security Strategy for United States Government-Supported Research and Development for the full definition.
[8] This is not an activity type on the Pre-Approval Request form but must be answered within the Pre-Approval Request form regardless of the activity type.

Nepotism and Property Disclosure

Immediate Family Members at the University	
Requiring Disclosure	Not Requiring Disclosure
Any immediate family that is employed or affiliated with the UI System, including faculty, staff, and students, even if holding an unpaid position.	Family members that are not employed or affiliated with the UI System.

Rental Property or Farm	
Requiring Disclosure	Not Requiring Disclosure
Income property including rentals or farm that are owned or operated.	Your home or other properties, unless it is rented to other UI System faculty, staff, or students.

Please consult the University of Illinois Policy on Outside Activities and Conflicts of Commitment and Interest, Policy on Financial Conflicts of Interest in Research, and Policy on Organizational Conflicts of Interest for full information on what must be disclosed.

If you have questions, please contact the COCI Office (COI@uic.edu), COCI Director Anees Fatima (312 996-4070 or anees@uic.edu), or COCI Coordinator Garth Huskey (312-996-3642 or ghuskey@uic.edu).

Date of Review/Approval	Notes/Changes
6/22/2023	No changes
3/1/2024	Prizes and Honoraria requiring disclosure, Nepotism, Immediate Family Members at the University requiring disclosure.
08/24/2026	Personnel Contact Information, minor copy editing, required editorial disclosure, updated travel disclosure