

Office of the Chancellor (MC 102)
2833 University Hall
601 South Morgan Street
Chicago, Illinois 60607-7128

September 19, 2011

UIC Faculty and Academic Staff
2011-2012 Report of Non-University Activities

Dear Colleagues:

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

The form is due to your unit executive officer by Monday, October 3, 2011. The reporting and approval process is not intended to discourage non-University income-producing activities. It is 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.

For your convenience, the *Report of Non-University Activities* (RNA) form is distributed electronically. Instructions, FAQs, and the form for your review and response are available under the RNA link at www.research.uic.edu/conflict. Part I is designed to capture conflict of commitment and interest disclosures. When you disclose a non-University income-producing relationship in Part I, then you must provide an explanation of the activities in Part II. Please report such activities for the current academic year, as well as last year. We ask only that you estimate the time to the best of your ability. If your activities change significantly during the year, you should submit a revised report.

UIC's Conflict of Interest Office, in the Office of the Vice Chancellor for Research, will review potential conflicts requiring further action.

The *Policy on Conflicts of Commitment and Interest* is available under the Policy link at www.research.uic.edu/conflict. This policy applies to faculty and academic staff. Civil Service employees are covered under a different policy and do not complete the RNA form. If you have any questions about the University conflict of interest policy, the reporting form or the review process, please contact the Conflict of Interest Office at rnua@uic.edu or (312) 996-4070.

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

Sincerely,



Paula Allen-Meares
Vice President of the University of Illinois
Chancellor of the Chicago Campus
John Corbally Presidential Professor

