

REPORT OF NON-UNIVERSITY ACTIVITIES (RNAU)

DISCLOSURE AND REQUEST FOR PRIOR APPROVAL

EMPLOYEE INFORMATION SHEET

(Full resources are available under the RNAU section of <http://www.research.uic.edu/conflict>)

WHAT IS RNAU, AND WHY DO WE DO IT?

- The RNAU form is an important means of managing real or perceived conflicts of commitment and conflicts of interest. RNAU is process by which employees disclose and obtain prior approval for non-university income producing activities.
- State law and university regulations require all faculty and academic staff to report their non-university income producing activities each year. Mandatory completion of the report of non-university activities form is the university's implementation of our legal obligation. The university *Policy on Conflicts of Commitment and Interest*, including sanctions, is available under the policy section of www.research.uic.edu/conflict.
- The reporting objective is *not* to discourage outside activities, but to assist you in arranging them to be compatible with your university employment. Outside professional activities of faculty and academic staff often enhance professional skills and serve the public, and such activities are appropriate unless they give rise to a conflict of commitment or interest.

WHO NEEDS TO FILE?

- All paid academic staff (*part time or full time*) of the University of Illinois must participate in the RNAU process. Academic staff includes the faculty ranks of professor, associate professor, assistant professor (and all of the foregoing whose appointments contain such terms as "research," "adjunct," "visiting," or "clinical"), instructor, and lecturer, as well as academic professionals and postdoctoral associates.
- Students, including medical residents, are not considered academic staff, and do not need to file a report.
- Civil Service employees are covered by a different policy and do not need to complete the RNAU.

HOW DO I FILE?

- The report of non-university activities form is available online under the RNAU section of www.research.uic.edu/conflict. Download and complete the form, then submit a hard copy to your unit head for administrative review and prior approval. Please print and submit both pages.
- If your activities change during the year, please complete a new RNAU form and submit it to your unit head for prior review and approval.

WHERE CAN I FIND MORE INFORMATION?

- The conflict of interest section on the OVCR web site is at www.research.uic.edu/conflict. On that page you will find links to a variety of resources, including the RNAU form and detailed instructions; answers to frequently asked questions; the university *Policy on Conflicts of Commitment and Interest*; current university documents, state law and federal regulations relevant to this policy; and more.
- Contact the conflict of interest officer at coi@uic.edu or (312) 996-4070, or consult the frequently asked questions available under the RNAU section of www.research.uic.edu/conflict.