

REPORT OF NON-UNIVERSITY ACTIVITIES (RNUA)

DISCLOSURE AND REQUEST FOR PRIOR APPROVAL

MAXIMIZE RNUA PROCESSING EFFICIENCY

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

MONITOR DATES

9/18/09: RNUA forms released.

10/02/09: Completed forms due to departments.

10/23/09: Reviewed forms due to colleges.

11/13/09: Reviewed forms due to OVCR

CHECKLISTS: REVIEW FOR COMPLETENESS

- All employees accounted for? (Add/cross out names neatly as needed. Optional blank checklist sheets are available online for adding names.)
- All 4 columns completed for each employee? (Form completed; conflict reported; outside activity reported; forwarded to dean)
- Signatures? (Unit Head, Dean, as appropriate. The same person cannot sign in two places.)

FORMS: REVIEW FOR COMPLETENESS

- Each section completed as needed, with appropriate detail?
 - list number of days in Part II. (8 hours = 1 day, regardless of time of day or day of week.)
 - no “various” when listing retrospective activities
- Employee statements attached as required when reporting:
 - consulting or other financial relationship with a research sponsor
 - managerial role/significant financial relationship with a company in field of research or that does business with the university
 - external activities with University of Illinois students, faculty, staff (statement should include the names of those involved)
 - any other relationships, commitments, or activities that might present or appear to present a conflict of interest or commitment with the employee’s university appointment; or when
 - employee takes advantage of the opportunity to respond before the form is transmitted to the next administrative level if activities are denied or voluntary agreement is not reached about how to manage or eliminate the conflict
- Unit Head statements attached as required when:
 - a conflict exists, whether managed or not
 - involvement of UI students, faculty, staff in external activities may be detrimental to those individuals
 - activities are not approved, or voluntary agreement is not reached about how to manage or eliminate the conflict
- Forms and attached statements forwarded as required when:
 - “yes” response to any item in Part I;
 - more than one day per week outside activity during the contract period;
 - non-approved retrospective or prospective activities;
 - all Unit Heads’ forms.