

# REPORT OF NON-UNIVERSITY ACTIVITIES (RNUA)

## DISCLOSURE AND REQUEST FOR PRIOR APPROVAL

### RETRIEVING CHECKLISTS

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

#### How are the checklists created?

The checklists (lists of employees who must complete the RNUA) are created using Banner data, based on employees' home organization codes, and are available on a secure website. If you have any questions about UIC employees' home organization codes, please contact Academic Human Resources at 312/413-3490.

#### Decide whether to use department-level organization code or sub-department organization code.

When generating the checklists you may use your 3-digit department-level organization code to get a single checklist for an entire unit. Or, you may prefer to use your 6-digit sub-department organization codes to group employees according to their sub-units, and get a separate checklist for each sub-unit. More information, including discussion of advantages, disadvantages and examples, is available under the RNUA section of <http://www.research.uic.edu/conflict>. Optional blank checklists for adding names are also available at that site.

#### Access and review your department's checklist.

Departments retrieve their checklists from a secure website. You may select your college and unit from drop-down menus, or enter the department or sub-department code directly. You may request checklists in Excel (recommended) or HTML formats.

- Go to the RNUA department checklist page, using the link provided under the RNUA section of <http://www.research.uic.edu/conflict>.
- Login with Bluestem.
  - The system will ask for your netID and password. Use the password you use for tigger/icarus/mailserv or terminal servers, not your enterprise password.
- Request checklists by entering the 3- or 6-digit codes *or* by using the drop-down menus:
  - Select a college level unit, and then
  - Select a unit in the college
- Select either Excel or HTML to generate the checklist. We recommend Excel, especially if you have many employees in your unit. The HTML version is provided as an alternative.
- Some employees have paid joint appointments in more than one unit. You can obtain these lists with the "Retrieve these two lists" button found on the same page on which you selected the Excel or HTML format.
- After retrieving the checklist, review it and update it as needed by adding or crossing off (but not obliterating or deleting) employees' names.

#### Questions?

Contact the conflict of interest officer at [coi@uic.edu](mailto:coi@uic.edu) or (312) 996-4070, or consult the frequently asked questions available under the RNUA section of [www.research.uic.edu/conflict](http://www.research.uic.edu/conflict).