

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

September 18, 2009

UIC Faculty and Academic Staff
2009-2010 Report of Non-University Activities

Dear Colleagues:

I write to request your participation in the annual submission of Reports 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 department head by Friday, October 2, 2009. The reporting and approval process is not intended to discourage non-University income-producing activities. It is fully 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.

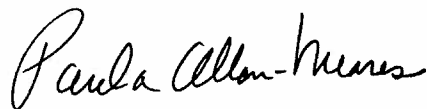
For your convenience, the Report of Non-University Activities (RNUA) form is distributed electronically. Instructions and the form for your review and response are available under the RNUA link at <http://www.research.uic.edu/conflict>. Part I is designed to help determine whether some of your activities require further review and approval. In Part II you report and obtain approval for time spent on non-University income-producing activities. 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 Officer, Rebecca Lind, in the Office of the Vice Chancellor for Research, will review potential conflicts requiring further action.

The *Policy on Conflicts of Commitment and Interest*, including sanctions, is available under the Policy link at <http://www.research.uic.edu/conflict>. This policy applies to academic staff. Civil Service employees are covered under a different policy and do not complete the RNUA form. If you have any questions about the University conflict of interest policy, the reporting form or the review process, please contact Rebecca Lind at coi@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
Chancellor