Home unit of staff: To be completed
Unit Executive Officer: To be completed
Mailing Address: To be completed

The names of academic staff members in your department/unit are listed below. These individuals must download and complete the "Report of Non-University Activities" (RNUA) form available online, and submit a printed copy of the form to you annually for your review, approval, signature, and forwarding when necessary. If you have any questions, contact the Conflict of Commitment and Interest Officer identified at http://research.uillinois.edu/conflict-interest/contacts.

DIRECTIONS FOR USE OF THIS CHECKLIST

1. Make any necessary additions or deletions to the list below. Complete the checklist and return as directed. Keep copies of all reports and checklists on file in the unit. Every salaried academic staff member (including Post Docs, but not Residents) must complete an RNUA form.

2. Mark the appropriate boxes for each staff member listed.

3. For each staff member for whom no RNUA report has been filed, please provide an explanation (e.g., left the university, medical leave, sabbatical, deceased, etc.). This can be written on the form, next to the name.

4. The Unit Executive Officer’s form must be forwarded to the Second Level of Review.

5. Forms indicating that activities were denied must be forwarded to the Second Level of Review. If any activities are denied, or there is not voluntary agreement with the employee about how to manage, reduce, or eliminate the conflict, the employee must have the opportunity to respond before the form is transmitted to the next administrative level.

6. Forms indicating potential conflict must be forwarded to the Second Level of Review.

7. The individual listed above as Unit Executive Officer must sign this checklist.

8. When completed, send unit checklist to your college office with all forms needing further approval. The college will forward the checklist and forms to the OVCR, OVC, or OVPR. Forms forwarded to the Second Level of Review must be forwarded to OVCR, OVC, or OVPR.

9. An asterisk (*) by a name indicates a paid joint appointment with another department. The names appear only on the checklist identified as the home unit. For joint appointments greater than 0%, the other unit must also review and approve the academic staff member’s RNUA form. These reports should be returned to the home unit and processed with the home unit's complete set of forms. For your convenience, secondary departments are listed in the last column.

10. RNUA forms, detailed instructions, resources, and answers to frequently asked questions (including instructions for Administrative Review and Approval) are online at http://research.uillinois.edu/conflict-interest/rnua.
### IMPORTANT DATES

- **September 15:** RNUA forms released
- **October 6:** Completed forms due to departments
- **October 27:** Reviewed forms due to colleges
- **November 17:** Reviewed forms due to OVCR, OVC, or OVPR
- **December 15:** Campus notification to OVPR confirming submission & review of all RNUA forms

<table>
<thead>
<tr>
<th>Unit Org Code and Name</th>
<th>Is a report filed for this employee?</th>
<th>Part IV Were any activities denied?</th>
<th>Part IV Potential conflict identified by UEO?</th>
<th>Form sent to second level for further approval?</th>
<th>Secondary Unit Signatures Needed</th>
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<tr>
<td>Martin, Jane (UEO)</td>
<td>Yes</td>
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<td>Yes</td>
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<td>White, Robert</td>
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<td>Yes</td>
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<td>Smith, John</td>
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<td>Yes</td>
<td>Yes</td>
<td>No</td>
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<table>
<thead>
<tr>
<th>Unit Executive Officer (Signature)</th>
<th>Date</th>
<th>Second Level of Review (Signature)</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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