**REPORT OF NON-UNIVERSITY ACTIVITIES (RNUA) INSTRUCTIONS**

**EXPLANATION**
The Report of Non-University Activities (RNUA) form is the University’s implementation of state law and University regulations requiring all academic staff including faculty, academic professionals and postdoctoral associates to report and obtain approval for their non-University activities and financial interests each year. The University Policy on Conflicts of Commitment and Interest is available at [http://research.uillinois.edu/conflict-interest/coci-policy](http://research.uillinois.edu/conflict-interest/coci-policy).

The reporting and approval process should not discourage outside activities, but rather assist you in arranging activities to be compatible with your University employment. Because outside professional activities often enhance professional skills and serve the public, such activities are appropriate unless they create a conflict of commitment or interest. Please note:

- Faculty and academic staff members must obtain prior written approval for outside activities from the unit executive officer. If your activities change during the year, please complete a new form and request prior approval from the unit executive officer.
- The number of days spent on non-University activities during the previous year, and the number of days to be spent on non-University activities during the current contract period must be reported.
- University policy permits academic professionals to perform an outside activity if the unit executive officer approves the activity according to campus/UA guidelines.
- Personal activities (those unrelated to professional skills) are generally not the University’s concern, unless they impinge upon service to the University.

According to University policy:

- “A conflict of commitment exists when the external activities of an academic staff member are so substantial or demanding of the staff member's time and attention as to interfere with the individual's responsibilities to the unit to which the individual is assigned, to students, or to the University.”
- “A conflict of interest arises when an academic staff member is in a position to influence either directly or indirectly University business, research, or other decisions in ways that could lead to gain for the staff member, his/her immediate family, or any third party to the detriment of the University’s integrity and its missions of teaching, research, economic development, and public service, or when an academic staff member desires to acquire a contract (outside of employment) to provide goods or services to the University.”

**QUESTIONS?**
Contact the conflict of commitment and interest office on your campus. Visit [http://research.uillinois.edu/conflict-interest/contacts](http://research.uillinois.edu/conflict-interest/contacts) for contact information.

**GETTING STARTED**
Faculty, academic staff and postdoctoral associates must complete, sign, and turn in a hard copy of the completed report of Non-University activities. The form is available at [http://research.uillinois.edu/rnuiforms-instructions](http://research.uillinois.edu/rnuiforms-instructions). These steps refer to Page 1 and 2 of the RNUA form. *Employees do not complete Parts IV, V and VI.*

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<tr>
<th align="right">Step 1:</th>
<th>Enter your last name.</th>
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<tr>
<td align="right">Step 2:</td>
<td>Enter your first name.</td>
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<td align="right">Step 3:</td>
<td>Enter your University title or rank (e.g. Assistant Professor)</td>
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<td align="right">Step 4:</td>
<td>Enter your University email address (e.g., Enterprise ID or NetID)</td>
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<td align="right">Step 5:</td>
<td>Enter the name(s) of the college(s) to which your department/unit belongs.</td>
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<td align="right">Step 6:</td>
<td>Enter the name(s) of your department/unit(s).</td>
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<td align="right">Step 7:</td>
<td>Enter your percent appointment. (Visit <a href="https://nessie.uihr.uillinois.edu/cf/info/index.cfm">https://nessie.uihr.uillinois.edu/cf/info/index.cfm</a> for more information.)</td>
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Step 8: Check the appropriate box that indicates your University contract period. *(The University contract period includes evenings, weekends, and holidays during the term of employment.)*

**PART I: CONFLICT OF COMMITMENT AND INTEREST SCREENING**

- Use the guidance provided in items 1-6 below the screening questions to assess if there is a potential conflict of commitment and interest that requires disclosure. Disclose interests or activities that occur during the summer, even if you have a 9- or 10-month appointment.
- Answer “yes” if you have a real or potential conflict, even if you believe that the conflict is manageable or being managed.
- If you answer “yes” to the question in Part I, please list and explain the activity in Part II regardless of your percentage of appointment.

**PART II. EXPLANATION OF NON-UNIVERSITY ACTIVITIES**

- Complete Part II if you answered “yes” to the question in Part I.
- If you have more than one outside activity to disclose, use the *(insert Part II form link).*
- Please list the non-University financial interest or activity that will occur during the academic year while you are under contract with the University. *The contract period includes evenings, weekends, and holidays during the term of employment. Academic year 14-15 is from August 16, 2014- August 15, 2015.*
- If you have a 9- or 10-month appointment, you need only report your non-University activities during that 9- or 10-month period, unless the activity presents a potential or actual conflict of commitment or interest. That is, you must consider potential conflicts of interest all year long, but conflict of commitment is not a concern outside of the contract period.
- Your Unit Executive Officer may request additional information.

**Step 10: Part II. Q1.** Indicate which activities or interests (#1-6) described in Part I are applicable. Choose all that apply. *If you have more than one outside activity to disclose, use the *(insert Part II form link).*

**Step 11: Part II. Q2.** List the name of the outside entity, organization, or individual. *If you have more than one outside activity to disclose, use the *(insert Part II link).*

**Step 12: Part II. Q3.** Check the type and describe the non-University activity or financial interest.

**Step 13: Part II. Q4.** Check the level of financial interest (check all that apply).
- Indicating the level of financial interest provides the Unit Executive Officer with information to determine if a financial interest is considered “significant.” Significant financial interests typically require additional management or monitoring.
- The definition of "significant financial interest" may vary. The definition to be used is based on either the federal or state definition and depends on whether the Public Health Service (U.S. Department of Health and Human Services; "PHS") regulation or the State Procurement Code is most clearly invoked in the situation prompting the disclosure. The level of significance is determined by (as applicable) the dollar amount involved, the extent of ownership, and the degree of fiduciary responsibility held by the academic staff member or his/her family members. The unit requesting disclosure should carefully determine and specify the threshold for disclosure.
(percentage of equity ownership, dollar amount of financial interest, etc.) based on
the applicable regulations. In the absence of other applicable regulations, financial
interests greater than $5,000 will be considered significant.

**Step 14: Part II. Q5.**

Check “Yes” or “No” if University Intellectual Property is being licensed or optioned by
the entity.

- The term "intellectual property" is broadly defined to include inventions, discoveries,
  know-how, show-how, processes, unique materials, copyrightable works, original
data and other creative or artistic works that have value. Intellectual property
includes that which is protectable by statute or legislation, such as patents,
registered or unregistered copyrights, registered or unregistered trademarks, service
marks, trade secrets, mask works, and plant variety protection certificates. It also
includes the physical embodiments of intellectual effort, for example, models,
machines, devices, designs, apparatus, instrumentation, circuits, computer
programs and visualizations, biological materials, chemicals, other compositions of
matter, plants, and records of research and experimental results. University
General Rules, Article III, Section 2 (a).

http://www.bot.uillinois.edu/general-rules

If the company licenses or options University intellectual property, contact the Conflict
of Interest Office on your campus to discuss management options available.

**Step 15: Part II. Q6.**

If activity/interest # 4 in Part I is applicable, list the names of University
employees/students involved. If additional space is needed, you may attach a separate
sheet of paper.

**Step 16: Part II. Q7 & Q8.**

List the number of days spent on non-University activities during the previous year, and
the number of days to be spent on non-University activities during the current contract
period.

- You may present a range of days when reporting potential activities (e.g., 10-15) if
  the specific number is uncertain. You must obtain prior approval before you exceed
  this range.
- For the purposes of this report, a “day” means any eight hour period, regardless of
time of day or day of week.

**Step 17: Part II. Q9.**

Provide a description of the responsibilities or duties required by the non-University
activity. If the non-University activity is related to your University responsibilities or
duties, then explain how the non-University activities differ from your University
responsibilities. You may use a separate sheet of paper to explain if more space is
needed.

**PART III. AFFIRMATION**

Your signature affirms that you have read the University Policy on Conflicts of Commitment and
Interest and that your statements are true to the best of your knowledge.

- If changes in activities or interests occur during the year, the RNUA form must be updated and
  approved by the Unit Executive Officer prior to engaging in the activity or interest.

**Step 18:** Read the affirmation statement.

**Step 19:** Sign in the space designated for the academic staff member’s signature.

**Step 20:** Insert the date that you completed the form.

**Step 21:** Submit your RNUA by the deadline to your unit executive officer for the first level of
review.