INSTRUCTIONS FOOTNOTED IN THE REPORT OF NON-UNIVERSITY ACTIVITIES (RNUA)

1 Consult NESSIE for % appointment (https://nessie.uihr.uillinois.edu/cf/info/index.cfm)

2 The University contract period includes evenings, weekends, and holidays during the term of employment.

3 University Policy defines “Immediate Family” as one's spouse or domestic partner, parents, siblings, and children.

4 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.

5 University intellectual property may not be licensed or assigned to, or used by, other entities without prior approval through established University procedures.

6 An accumulation of eight hours equals one day, regardless of time of day or day of week.

7 The University Policy on Conflicts of Commitment and Interest is available at http://research.uillinois.edu/conflict-interest/coci-policy.

8 Forwarding of the RNUA forms. UA employee forms should be forwarded to the Vice President for Research (VPR); UIUC and UIC employee forms should be forwarded to the campus Vice Chancellor for Research (VCR); all UIS employee forms should be forwarded to the UIS Provost’s Office. UA, UIUC, and UIC employee forms that do not require forwarding should remain on file in the unit.

* UA, UIUC, and UIC: The following forms require a second level of review and forwarding:
  - when the Unit Executive Officer (UEO) determines that activities reported may present a conflict of commitment or interest;
  - when prospective activities are denied;
  - all UEO forms must be forwarded to the next administrative level of review.

* UIS: Primary Reviewers should sign all forms and forward them to the UEO. UEOs forward all forms and checklists to MS PAC 525.

9 If checked because some or all activities are denied, then:
  - the UEO explanation must describe which activities are denied, provide an explanation for denial of activities, and suggest corrective actions to manage the activities.
  - UEO must notify the employee and allow the employee the opportunity to respond before transmitting the form to the next level of review. See COCI Policy’ Section IV D, Appealing Denials by the UEO.

10 Examples of allowable income producing activities generally not requiring prior approval is provided in the University COCI Policy at http://research.uillinois.edu/conflict-interest/coci-policy#examples_allowable_income.

11 The UEO must provide an explanation and document management mechanisms (e.g. routine departmental follow-up, protocol specific disclosure and management, management plans for faculty start-up companies, etc).

12 When an academic staff member has paid percentage appointments in more than one unit, both UEOs shall review requests for approval of external activities, evaluate potential conflicts, and manage, reduce or eliminate them. The UEO of the staff member’s home unit shall take the lead in this process.

The University of Illinois RNUA process should not be confused with the PHS Financial Interest Reporting for Investigator and Key Research Personnel; nor should it be confused with the annual Statement of Economic Interests process conducted by the Office of the Secretary of State.