

## **Disclosers' Guide**

**Directions for Initiating the Report of Non-University Activities (RNUA) using START  
myDisclosures**

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## **Intro**

Access **START myDisclosures** at [myresearch.uillinois.edu/myDisclosures/](http://myresearch.uillinois.edu/myDisclosures/)

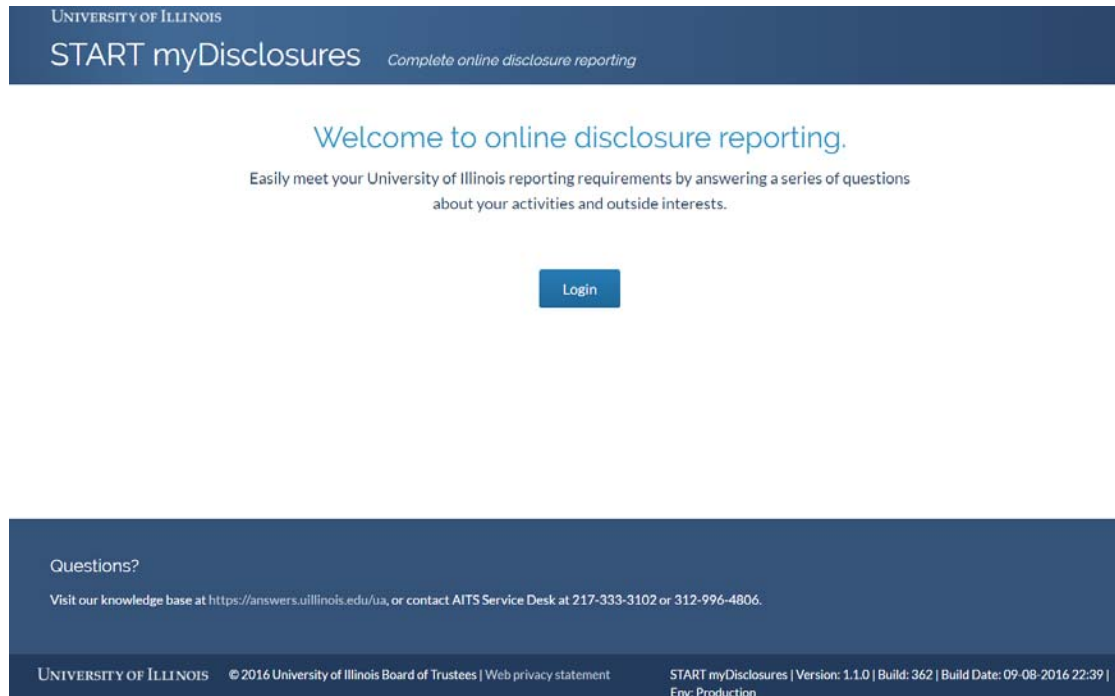
START myDisclosures is the online application to perform the following processes for compliance with the University [Policy on Conflict of Commitment and Interest](#):

- Academic Staff submit the Report of Non-University Activities (RNUA)
- Unit Executive Officers review and manage RNUA disclosures
- Investigators submit the Sponsor Specific – Significant Financial Interest disclosures
- Investigators manage Sponsor Specific Financial Conflicts of Interest (FCOI)
- Unit Executive Officers review Sponsor Specific FCOI Management Plans
- Investigators or business managers submit FCOI Checklists (*coming in winter 2016/spring 2017*)
- Investigator or business managers track investigator FCOI training (*coming in winter 2016/spring 2017*)

## **PLEASE NOTE**

- 1. These directions only apply to completion of the electronic RNUA.**
2. START myDisclosures is also used for investigators that need to complete a Sponsor Specific Disclosure. This is a separate disclosure from the RNUA but is completed on the same online application tool. You may complete your RNUA and Sponsor Specific Significant Financial Interest disclosure at the same time.
  - a. If you do not see the Sponsor Specific Questionnaire as an option to complete on the right side of the screen, then you may need to revise the screening questions regarding your status on the left side of the screen. Click “Update your information” and answer “yes” to screening question #2.
3. There are three possible paths for completing the RNUA:
  - a. Staff with nothing to disclose
  - b. Staff with activities to disclose that do not meet the significance threshold
  - c. Staff with activities that meet the significance threshold or use university resources
4. The system is designed to collect information from academic staff so that University administrators can assess whether the non-University activities or financial interests present conflicts of commitment or interest.

## Welcome / Login



- Logon using your NetID and Active Directory (AD) password.
  - You must have a NetID to access the online disclosure application.
  - If you do NOT have a NetID, but think you need access, please contact your human resources department.
  - The login screen is the same for both disclosers and reviewers.
  - Reviewers/Facilitators will be presented with the options to either use the disclosure site (to submit a disclosure) or the reviewer site (to review departments you administer).
- The START myDisclosure application uses your personal identification information and employee appointment information obtained from Banner. If your information is not correct, you must contact your human resources department.

### Password Assistance

If you need assistance with your password try resetting your Active Directory password:

- Urbana: <https://go.illinois.edu/password>
- Chicago: <http://password.accc.uic.edu>
- Springfield: <http://www.uis.edu/informationtechnologyservices/techsupport/reset/>

If you have tried resetting your password and are still having problems logging in, please contact your campus help desk:

- Urbana campus: Contact the [Technology Services Help Desk](#) at (217) 244-7000 or [consult@illinois.edu](mailto:consult@illinois.edu)
- Chicago campus: Contact ACCC at (312) 413-0003 or [consult@uic.edu](mailto:consult@uic.edu)
- Springfield campus: Contact Information Technology Services at (217) 206-6000 or [techsupport@uis.edu](mailto:techsupport@uis.edu)

**Technical Issues**

If you experience technical issues with the START myDisclosures application visit <https://answers.uillinois.edu/ua>, or contact AITS Service Desk at 217-333-3102 or 312-996-4806.

## First Time User - Home Screen


UNIVERSITY OF ILLINOIS

123456789 | janesm Jane Smith LOGOUT






START myDisclosures *Complete online disclosure reporting*

Welcome, Melanie.

**START myDisclosures** looks at your job and research role at the University to determine what disclosures you need to complete.

 [Have questions?](#)

My reporting requirements





Answer 4 short questions to determine your reporting requirements

Complete a series of questions for each required disclosure

Review and submit your required disclosures

[Determine my requirements](#)

Questions?  
Contact your disclosure facilitator or campus office for help.

URBANA-CHAMPAIGN  
 [coi@illinois.edu](mailto:coi@illinois.edu)  
 217-333-0034

DISCLOSURE FACILITATOR  
name of person  
Phone

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- The system must first determine which disclosures (e.g., Report of Non-University Activities (RNUA), sponsor specific disclosure, or nepotism disclosures) you are required to complete.
- To access the application and start completing your disclosure, click the button located on the center of the screen that says “Determine my requirements.”

## Determine reporting requirements



### Determining reporting requirements

1. Which of the following best describes your employment status at the University (If you are unsure, please check your [Notification of Appointment](#))? \*

☐

Academic Staff / Academic Professional / Faculty / Postdoctoral Associate

☐

Faculty / Director / Principal Investigator / Senior Advisor

☐

Other

If you checked "Other":

- Unpaid appointment, including unpaid non-academic or administrative (no compensation)
- Civil Service
- Student / Medical Resident / Fellow
- Academic Hourly / Temporary / Extra Help
- Non-University Employment

2. Are you an investigator or key research personnel on a pending or existing award, including one under a no-cost extension, that is sponsored by an [organization](#) that applies the 2011 Public Health Services (PHS) Regulations on Financial Conflicts of Interest (FCOI)? Check yes if you have federal flow-through funding from an organization that applies the PHS rules. \*

☐

No / Not applicable

☐

Yes

3. Are you an investigator or key research personnel on a pending or existing award, including one under a no-cost extension, that is sponsored by an organization that applies the National Science Foundation (NSF) rules for financial conflicts of interest? \*

☐

No / Not applicable

☐

Yes

4. At present, are you and any member of your immediate family paid on the same sponsored research award? \*

☐

No / Not applicable

☐

Yes

Submit

Cancel

- Answer the four status screening questions and click the “Submit” button at the bottom of the screen. You may need to scroll down to see all of the information on the screen.
- Based on your answers to the initial questions, the system will summarize your reporting requirements – the disclosures you are required to make – on the next screen.

## Homepage – Returning Users (Start RNUA)

The screenshot shows the 'START myDisclosures' homepage. At the top, a dark blue header contains the text 'START myDisclosures' in white, followed by 'Complete online disclosure reporting' in a smaller font. In the top right corner of the header, the text 'EXIT U' is visible in red. The main content area is divided into two columns. The left column has a light blue background and contains a 'Welcome, [redacted]' message. Below this, it states: 'According to our records, you need to complete these disclosures at least once a year:'. A bulleted list follows, with one item: 'o Report of Non-University Activities'. Below the list is a link with a right-pointing arrow icon: 'Why do I have to complete these?'. Further down, it says: 'If your University appointment or role as researcher has changed, please update your information:'. At the bottom of this column is a blue button with white text that says 'Update my information'. The right column has a white background and features a blue exclamation mark icon followed by the heading 'Report of Non-University Activities'. Below this heading, it says 'Current academic year 2017:'. There are two links in this column: one with a green plus icon and the text 'Start new RNUA Disclosure', and another with the text 'View Past Disclosures'.


Figure 1 Left side of the screen are the status screening questions. On the right side of the screen, you will access the RNUA and Sponsor Specific Questionnaire for Investigator Significant Financial Interest-Disclosures (SFI).

- On the left side of the screen are the status screening questions. On the right side of the screen, you will access the disclosure questionnaires. Depending on how you answered the screening questions, you may be provided with the following disclosure options:
  - o Report of Non-University Activities
  - o Sponsor Specific – Investigator disclosures for significant financial interests
  - o Nepotism Disclosure [Note: you will be directed to complete a paper form available on your campus COI Office website.]
- Check to see if your status information on the left is correct.
- If not, click the “Update my information” button on the left side of the screen.
- If your status information is correct, click on the “Start new RNUA Disclosure” on the right side of the screen to begin.




## RNUA Disclosure – Retrospective Time Reporting

**START myDisclosures** *Complete online disclosure reporting*

 **In progress: Report of Non-University Activities** HELP

### Before we start: Checking retrospective time



Before starting your Report of Non-University Activities (RNUA) for the current academic year, you must report retrospective time, the actual number of days you spent on activities you disclosed in last year's RNUA.

In last year's disclosure, we asked you to estimate the number of days you expected to spend on a given activity during this reporting period. We called this "prospective time." Now that the time frame has passed, please update your estimate provided last year with the actual number of days that you spent on each activity.

### Actual Time Spent on Non-University Activities

Below are the non-University activities you disclosed on **last year's RNUA** and the number of days you requested to spend on each activity during the last academic year. Please complete the table by indicating the number of days you actually spent for **each** of your non-University activities during the last academic year.

For the purposes of this disclosure, one day equals eight hours, regardless of time of day or day of week.

Non-University activity	Requested and approved days	Actual days spent
Santen	0 days	<input type="text"/>
Alcon	0.5 days	<input type="text"/>
Alexion	0 days	<input type="text"/>
Hospira	0.25 days	<input type="text"/>
ICON Bioscience	0.25 days	<input type="text"/>
Genentech SPEaker's Bureau	1 days	<input type="text"/>
Regeneron Speaker's Bureau	1 days	<input type="text"/>

Save and Continue

- If you previously completed a Report on Non-University Activities (RNUA), state law requires that you report the amount of time you actually spent on the approved activities.
- If you previously completed the RNUA and report activities, the first page you will see when you start your new RNUA is the "Checking retrospective time" page.
- You must indicate the actual days spent on the activities that were previously approved during the last reporting period.

- You must report the aggregate number of days spent during the last academic year (AY16 = August 16, 2015 to August 15, 2016).
- Enter the number of days in the text box on the right side of the table. Then click on the "Save and Continue" button.

## RNUA Disclosure – Guidelines and Non-University Activities Screening Question


UNIVERSITY OF ILLINOIS

123456789 | janesmJane Smith

LOGOUT

START myDisclosures *Complete online disclosure reporting*

### Guidelines: Report of Non-University Activities



This disclosure satisfies the requirements of the **University Policy on Conflicts of Commitment and Interest** (COCI), which requires you to disclose **all income-producing** non-University activities. You are also required to disclose activities of you or your **immediate family** (including unpaid) which may present a conflict of commitment or conflict of interest to your University responsibilities. Depending on your disclosed non-University activities and interests, you may be required to manage or eliminate any conflicts of commitment or interest.

**For physicians/clinicians/dentists**, this disclosure is meant to capture your disclosure for certain payments from industry that are reportable under the Physician Payments Sunshine Act. If you are a physician, please indicate below.

- ➔ What is a conflict of commitment or conflict of interest?
- ➔ What interests and commitments should be disclosed?
- ➔ What are examples of activities that do not need to be reported?
- ➔ What time period does this disclosure capture?
- ➔ What if I don't have any activity to disclose now, but I do later during the reporting period?
- ➔ What is a physician?

### Non-University Activities

Do you have any activities or financial interests to disclose? (see policy and guidelines above) \*

- ☐ No
- ☐ Yes

Are you a physician? \*

- ☐ No
- ☐ Yes

Save and Continue

Cancel

- The system will display “Guidelines: Report of Non-University Activities Disclosure.” You are advised to review the guidelines before answering the questions below.
- Answer “Yes” or “No” to each of the questions. Refer to the above guidelines and RNUA FAQs for assistance.
- Click “Save and Continue.” The application will use your response to administer additional questions as necessary.
- Following your response, you will be identified as:
  - Having nothing to disclose.
  - Having activities that require you to provide more information.


NOTE: If you are no longer continuing to engage in your previously approved non-University activities, you do NOT need to report it going forward. Your retrospective time has been provided on the previous page and satisfies the state law requirements.

## **RNUA / Activities to Report: Previously Entered Non-University Activities**

START myDisclosures

Complete online disclosure reporting

EXIT USBA

 In progress: Report of Non-University Activities

HELP

### Select Previously Entered Non-University Activities

Below are non-University activities that you have previously disclosed. Select any activities that you wish to copy over to your new disclosure. You can add new activities not previously disclosed on the next page.

☐ From: 2016

- ☐ Alexion  
Pharmaceutical industry which makes an antibody specific for treatment of a special kidney disease.
- ☒ Amgen  
Pharmaceutical company that makes drugs to treat anemia and bone disease of dialysis patients.
- ☐ AstraZeneca  
Pharmaceutical company that produces drugs for treatment of diabetes. Some of these drugs work on the kidney.
- ☒ Hektoen Institute  
Research foundation
- ☐ Keryx  
Pharmaceutical company that produces a drug to prevent bone disease in dialysis patients.
- ☐ Otsuka  
Pharmaceutical company that produces a drug that increases water excretion.
- ☐ Questcor a division of Mallinckrodt  
Pharmaceutical company that produces a drug to treat glomerular diseases.
- ☒ Sanofi  
Pharmaceutical company that produces a drug that treats bone disease in dialysis patients.
- ☐ Relypsa  
Pharmaceutical company that produces a medication to treat high potassium levels.


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Continue

- If you previously disclosed activities on your RNUA, you will be given the option to select your previously entered non-University activities. You have the option to select all or select only those that you want to carry forward or select none.
- If you make a mistake by selecting none, you will be able to return to this page from the List of Non-University Activities page and be able to add the selected activities at a later time.

## RNUA / Activities to Report: List Non-University Activities

**START myDisclosures** *Complete online disclosure reporting* **EXIT/LOGOUT**

 **In progress: Report of Non-University Activities**



You've indicated that you have a non-University activity.

Next, you'll answer a set of questions about each non-University activity or interest that you have.

When you've finished listing and answering questions for each activity or interest, you will have a chance to review your list before submitting your RNUA.

### My Non-University Activities

NAME	FINANCIAL INTEREST	RETROSPECTIVE DAYS	PROSPECTIVE DAYS	COMPLETE	ACTION
Amgen	\$0 - \$4,999	0		No	Edit   Delete
Hektoen Institute	\$5,000 or more	8		No	Edit   Delete
Sanofi	\$0 - \$4,999	0		No	Edit   Delete

 New Activity  Previously Entered Activity

---


Some of your listed non-University activities are incomplete and must be completed before submitting.

- Because you indicated on the RNUA screening question that you have a non-University activity that requires reporting, you must enter one or more activities separately.
  - Please be sure to enter each activity with an entity (e.g. company, organization, self) separately.
  - You may enter as many non-University activities as needed.
- Click “New Activity.”
- Activities that you selected to carry forward from your previously entered activities, will automatically appear in the list of your non-University activities.
  - The completion status for the previously entered activities is always “No” when initially transferred.
  - You must use the “Edit” function in the Action column to edit each of your previously entered activities.
    - You must add the Prospective time you request for the previously entered non-University activities. Prospective time is the amount of time you expect to spend on this activity for the academic year (AY17 = August 16, 2016 to August 15, 2017).
    - You must also answer the questions on your / your family’s role with the Entity if that information was not previously provided.
    - Update your disclosure as needed.
- If you made a mistake of adding an activity you do not want to report, use the “Delete” function under the Action column for each activity you need to remove.

- If you decide that you have no activities to report, but made a mistake by adding a new or carrying forward a previously entered activity, then you must use the “Delete” function under the Action column to delete the activities. Once you delete all activities, you will have an option to “Go back and update your answers” to the initial RNUA screening questions. On the RNUA screening questions, you should change your response to question 1 to “No” if you have no activities to report in order to proceed to the certification and submission of your RNUA.

## RNUA: Entity Description

**START myDisclosures** *Complete online disclosure reporting* [EXIT USER](#)

 **In progress: Report of Non-University Activities** [HELP](#)

**Adding information about a non-University activity** [Entity](#) [Interest/Time](#) [Details](#)

**For: New Non-University Activity or Financial Interest**

**Entity Description**

Provide name of outside entity, organization, or individual. \*

Provide a brief description of the entity and describe the entity's products or services. \*


The company develops software, visualization and sewing equipment to produce the perfectly fitting pants

[Save and Continue](#) [Cancel](#)

- You are in the “Entity” section (see Navigation Bar on the top right of the section).
- Enter the name of the non-University entity, organization, or individual.
- Be specific. DO NOT enter general descriptions such as:
  - Consulting
  - Owner
- Provide a description of the entity’s activities, products, and/or services. Use the cursor on the lower right hand corner to expand the size of the text box. The entity description is limited to 500 characters (or letters, spaces, etc.). If you need to provide more information, you should use the attachment section at the end of the disclosure. PDF attachments are preferred.
- Select the “Save and Continue” button.

## RNUA: Level of Financial Interest & Time Commitment

Adding information about a non-University activity

Entity  Interest/Time Details

For: **Perfect Pants, LLC**

### Level of Financial Interest

The entity is a: \*

- ☐ Publicly-traded (company or educational institution)
- ☐ Privately-held or start-up (company, organization or educational institution) [select this if you don't know]
- ☐ Not-for-profit (organization, governmental or educational institution)
- ☐ Freelance/not registered as a business

My/Family total financial interest is: \*

- ☐ \$0 - 4,999
- ☐ \$5,000 or more

### Use of University Resources

To the best of your knowledge, does this entity use University resources (which may include but is not limited to space, supplies, equipment, intellectual property, students, or personnel)? \*

- ☐ No
- ☐ Yes

### My Time Commitment

**Retrospective Time**  
How many days did you spend on this non-University activity during your previous contract period (a typical contract period is from August 16 to August 15 of the previous academic year)?

*(Your time should be calculated such that 8 hours - regardless of time of day or day of the week - equals 1 day. Enter 0 if no days spent, this is a new activity, or you are a new employee.)*

Days Spent \*

**Prospective Time**  
How many days do you request to spend on this non-University Activity during your current contract period (a typical contract period is from August 16 to August 15 of the current academic year)?

*(Your time should be calculated such that 8 hours - regardless of time of day or day of the week - equals 1 day. Enter 0 if no days are requested.)*

Days Requested \*

**Save and Continue** Cancel

- You are in the “Interest/Time” section (see Navigation Bar on the top right of the section).
- The entity's name is displayed at the top of this section (See blue bar).
- For the named entity, provide information related to:
  - The level of your financial interest
  - Use of University Resources
  - Your time commitment with this entity




- Retrospective time commitment (Note: if you completed the section on Checking your retrospective time for this activity, then the response you provided earlier will auto-fill in this section, you may edit if needed).
  - Prospective time commitment
- Questions will expand based on your responses.
- You must answer all questions with an asterisks. If you miss a question with an asterisks, the form will prevent you from saving and continuing.
- When all questions have been answered, click the “Save and Continue” button.

Note: Your responses on this page trigger the application to determine whether the activity reaches the University’s significance threshold or uses University resources.

- If the activity meets the significance threshold or uses university resources, you will be required to complete additional information about the activity. Providing this information is required by the University Policy on Conflict of Commitment and Interest. This information will be used to help your Unit Executive Officers assess whether the activities present conflicts of commitment or interest and how to manage or eliminate any conflicts of commitment or interest.
- If the activity does not meet the significance threshold and does not use University resources, then you will be asked a shorter set of questions. You will be required to provide information about your/your family’s role with the entity, and if applicable, your or your family member’s fiduciary responsibilities. After you complete the description of your/your family’s role, you will return to the List of You Non-University Activities. A summary section will now appear and the activity you have just described will be on the list. At this time, you may edit or delete this activity as needed.

## RNUA: My/My Family's Role with the Entity

 In progress: Report of Non-University Activities HELP

Adding information about a non-University activity Entity Interest/Time Details

For: **Start-up Company**

### My/My Family's Role With Entity

What is your role or your family member's role with the entity?

- ☐ I teach, coach, and/or provide instruction or extension outreach.
- ☐ I consult.
- ☐ I conduct research activities for the entity.
- ☐ I have -- or a member of my family has -- a fiduciary role with the entity.
- ☐ I manage farm or rental property.
- ☐ I have no role with the entity; I am reporting the entity due to (1) a family member's fiduciary role or ownership interest with the entity and (2) the entity does or will have a business or other contractual relationship to the University, e.g. it is a vendor to the University, it sponsors research at the University, it is a sub-recipient of research.
- ☐ I have other financial interests, commitments, or activities, including uncompensated activities.


Where do you conduct activities related to this entity?

- ☐ On campus (select this if you conduct this work through a University approved agreement).
- ☐ Off campus (most non-University activities should be taking place off campus - select this response if you are not sure)
- ☐ Not Applicable

Save and Continue Back Cancel

- In both questions, you may select more than one option. Select the most appropriate answer(s).
- If the answer you selected expands, please provide additional information as required.
- If you indicate that you or your family member has a fiduciary role with the entity, you will be asked a few more questions about your and your family's responsibilities on the next screen (shown below).
- After you answer the questions click the "Save and Continue" button.

## **RNUA: My/My Family's Role with the Entity (Fiduciary Role)**

 In progress: Report of Non-University Activities HELP

Adding information about a non-University activity Entity Interest/Time > Details

**For: Start-up Company**

**Add My/My Family's Responsibilities with the Entity**

☐ Self

OR

Name of family member

Title at company

Position \*

☐ Service as an officer or partner

☐ Service on the Board of Directors

☐ Service in an advisory role (e.g. medical, scientific, technical or board or a review panel)

☐ Other

[Back](#)

- If you indicate that you or your family member has a fiduciary role with the entity, you will be asked a few more questions about your and your family's responsibilities.
- Either select the check box "self" for yourself or use the text box to list your family member's name.
- Complete the information about yourself or your family member. Answer questions only for yourself or the named individual.
- After you answer the questions click the "Save and Continue" button.

For: Permanent Perennials

## My/My Family's Responsibilities with the Entity

## Family Responsibilities with Permanent Perennials:

Self	▼
Harold Husband	▼
<ul style="list-style-type: none"><li>Title at company: Chairman of the Board</li><li>Service on the Board of Directors</li></ul>	

[+ Add Family Responsibility](#)

Save and Continue


Back

Cancel

- On the summary page, you will see a list of yourself or family members you enter.
- Repeat this section for each family member involved in the entity. You may add as many family members as needed.
- You can click on the down arrows on the right to see a summary of family responsibilities for each person listed.
- Use the icons on the right (blue pencil or red X) to edit or delete.
- When you are finished adding information for yourself and your family, click "Save and Continue."

## RNUA / Activity – Details – Relation to My University Responsibilities

**START myDisclosures** *Complete online disclosure reporting* **EXIT USER**

 **In progress: Report of Non-University Activities** **HELP**

**Adding information about a non-University activity** **Entity** **Interest/Time** **Details**

**For: Sanofi**

**Relation to My University Responsibilities**

Is the financial interest or fiduciary role related to your University research, scholarly expertise, or any other University responsibilities? \*

☐ No

☒ Yes

- ☐ There is a research related conflict that requires a project specific management plan.
- ☒ Entity is or may be a sponsor of research at the University in which I am or will be directly involved.  
After you complete your RNUA disclosure, you will be directed to complete the SFI disclosure in order to provide more information.
- ☐ Entity is or may be a sub-recipient of research at the University in which I am or will be directly involved.
- ☐ Entity's product(s) or service(s) is or may be utilized, tested, evaluated, or otherwise in my research at the University.
- ☐ My University responsibilities may involve or require interacting with the external entity.
- ☐ My work with the entity is related to my University research or scholarly expertise, but does not overlap with sponsored research for which I am an investigator or senior/key personnel.
- ☐ My University role or responsibilities includes oversight of any research or other contractual agreements with the entity.

**Save and Continue** **Back** **Cancel**

Your responses on level of financial interest page trigger the application to determine whether the activity reaches the University's significance threshold or uses University resources.

- If the activity meets the significance threshold or uses university resources, you will be required to complete additional information about the activity. Providing this information is required by the University Policy on Conflict of Commitment and Interest. This information will be used to help your Unit Executive Officers assess whether the activities present conflicts of commitment or interest and how to manage or eliminate any conflicts of commitment or interest.
- You will be asked about the Entity's relationship to your University responsibilities.
- If you indicate that they are related, additional choices to identify how the activity is related will appear.
- If you indicated that your university research was related to the entity, the instructions will inform you that after you complete your RNUA disclosure, you will be directed by the application to complete a SFI disclosure under the Sponsor Specific Questionnaire. This will provide the COI Office with additional information to identify and manage any conflicts of interest related to sponsored research projects.
- Click "Save and Continue."

## RNUA / Activity – Details – Involvement of Other University Persons

Adding information about a non-University activity Entity Interest/Time > Details

For: **Permanent Perennials**

### Involvement of Other University Persons

To the best of your knowledge, are any other University employees or students involved in this non-University activity? \*

☐ No

☒ Yes

[Save and Continue](#) [Back](#) [Cancel](#)

- You will be asked about the involvement of other University personnel.
- If you answer Yes, you will have the opportunity to add people involved in the activity on the next screen.
- Click the green “Save and Continue” button.

Adding information about a non-University activity Entity Interest/Time > Details

For: **Permanent Perennials**

### Add Additional University Persons

List each person involved with this activity separately

Your disclosure of the University persons involved with this activity does not act as approval for their involvement. The faculty and academic staff members need to obtain prior approval from their Unit Executive Officer.

**Other University persons involved with Permanent Perennials:**

Phyllis Phlox ▼

[+ Add Person](#)

[Save and Continue](#) [Back](#) [Cancel](#)

- Click “Add New Person” to go to the summary page for people involved in the research
- Enter each University person involved with the entity separately.
- You will be asked a series of questions about the University Person identified. Answer the questions specific to the University Person named.
- On the summary page, you will see a list of University Persons you identified.
- You can click on the down arrows on the right to see a summary of information about the University Person named.
- Use the icons on the right (blue pencil or red X) to edit or delete.

- Repeat this section for each University Person. You may add as many University Persons as needed.
- When you are finished adding information for the University Person(s), click “Save and Continue.”

## RNUA / Activity – Details – Use of University Intellectual Property

Adding information about a non-University activity Entity Interest/Time > Details

For: **Permanent Perennials**

### Use of University Intellectual Property

Does the entity option, license, assign, or use University intellectual property of which you are an inventor? \*

☐ No

☒ Yes

[Save and Continue](#) [Back](#) [Cancel](#)

- You will be asked about the use of intellectual property (IP).
- If you answer Yes, you will have the opportunity to add a description of the IP being negotiated, optioned, licensed, or otherwise on the next screen (below).
- Click “Add Intellectual Property.”
- Enter IP disclosures one at a time; you may add as many IP disclosures as needed.

Adding information about a non-University activity Entity Interest/Time > Detail

For: **Permanent Perennials**

### Describe the University Intellectual Property

List each intellectual property separately

**Intellectual property related to Permanent Perennials:**

Unusual Perennial Plants that Last Forever ▼

[+ Add Intellectual Property](#)

[Save and Continue](#) [Back](#) [Cancel](#)

- On the summary page, you will see a list of University IP you identified.
- You can click on the down arrows on the right to see a summary of information about the University IP named.
- Use the icons on the right (blue pencil or red X) to edit or delete.
- Repeat this section for each University IP description. You may add as many University IP descriptions as needed.
- When you are finished adding information for the University IP, click “Save and Continue.”



## **RNUA / Activity – Details – Use of University Resources**

Adding information about a non-University activity

Entity Interest/Time [Detail](#)

For: **Permanent Perennials**

### Use of Other University Resources

Does this entity use other **University resources**? \*

☐ No

☒ Yes

☒ Equipment

☐ Supplies

☐ Space

Does the entity have an agreement, such as a Facilities Use Agreement, to use these resources?

☐ No

☒ Yes

[Save and Continue](#) [Back](#) [Cancel](#)

- You will be asked about the Use of University Resources
- If you answer “Yes,” the application will expand and require you to answer additional questions.
- Once you have completed this section click the green “Save and Continue” button.

## **RNUA – List of Non-University Activities (ready to submit / activity description NOT complete)**

You've indicated that you have a non-University activity.

Next, you'll answer a set of questions about each non-University activity or interest that you have.

When you've finished listing and answering questions for each activity or interest, you will have a chance to review your list before submitting your RNUA.

### My Non-University Activities


NAME	FINANCIAL INTEREST	RETROSPECTIVE DAYS	PROSPECTIVE DAYS	COMPLETE	ACTION
TEST	\$0 - \$4,999	1	1	No	<a href="#">Edit</a>   <a href="#">Delete</a>
Big Business	\$0 - \$4,999	2	2	Yes	<a href="#">Edit</a>   <a href="#">Delete</a>

 New Activity

- At this point, you have returned to the summary of your non-University Activities.
- The summary table lists the name of the entity, the level of the financial interest, the number of retrospective and prospective days.
- The summary table identifies if the entry for the activity is complete. If the entry is not complete the table will say "No" under the column for "Complete." You will not be able to submit your RNUA until all activities are listed as "Yes" in the "Complete" column.
- You have the option to edit or delete activities.

## **RNUA – List of Non-University Activities (ready to submit / activity description complete)**

**START myDisclosures** Complete online disclosure reporting

 **In progress: Report of Non-University Activities** HELP



You've indicated that you have a non-University activity.

Next, you'll answer a set of questions about each non-University activity or interest that you have.

When you've finished listing and answering questions for each activity or interest, you will have a chance to review your list before submitting your RNUA.

### My Non-University Activities

NAME	FINANCIAL INTEREST	RETROSPECTIVE DAYS	PROSPECTIVE DAYS	COMPLETE	ACTION
Pharma Drug Company	\$5,000 or more	0	2	Yes	<a href="#">Edit</a>   <a href="#">Delete</a>
Device Technology Company	\$0 - \$4,999	0	2	Yes	<a href="#">Edit</a>   <a href="#">Delete</a>

 New Activity  Previously Entered Activity

---

Once you've listed all your activities, you can click the button below go to the last step, certifying and submitting your disclosure:

[Continue](#) [Back To Guidelines](#) [Cancel](#)

- Once all activities are listed and complete (“Yes” is indicated in the complete column), you may click “Continue” to certify your disclosure.
- This will take you to a page where you have an option to upload an explanation or add comments in the comment box. Uploading additional documents is not required but may be necessary for certain disclosures that require more information or management.

## RNUA – Add Attachments or Add Comments

### Add Additional Information

Optional: Use this page to upload documents or add comments about your RNUA disclosure.

 Select a file

Upload now

Add Comment:

Please note that all of the time I spend on my two companies is spent during weekends and vacation time. |

Continue to certification and submission

[Back](#)

- Uploading files or adding comments is optional.
- You will not have access to upload documents or add comments if you indicate on the RNUA initial screen question that you have no activities to report.
- This page provides you with the option to upload a document or write comments in the text box.
- To upload a document click “Select a file.” The application will allow you to browse your computer to find the file you want to upload. You may upload any type of file (Word, Excel, PDF, etc.).
  - The file name cannot be longer than 60 characters. If you have trouble uploading a document, try renaming the document with a shorter name.
  - It is recommended you label the document clearly. (For example: Name of Company Business Plan 2017)
- This functionality may be helpful for certain individuals who have documentation related to the disclosed activities such as:
  - Letters of explanation to students, faculty or staff
  - Time records
  - Employment records
  - Company descriptions
  - Executed conflict management plans related to activities within the disclosure
- Uploaded documents and comments will be shared with your Unit Executive Officer and will be a **permanent** part of your RNUA record once the review of your disclosure is completed by your Unit Executive Officer.
- Once you have uploaded your documents or added any comments as needed, you should continue by clicking “Continue to certification and submission.”

## **RNUA – Review and Certify**

### Review and Certify



This disclosure satisfies the requirements of the **University Policy on Conflicts of Commitment and Interest** (COCI), which requires you to disclose all income-producing non-University activities and all activities (including unpaid) which may present a conflict of commitment or interest to your University responsibilities. Depending on your disclosed non-University activities and interests, you may be required to manage or eliminate any conflicts of commitment or interest.

You've listed the following non-University activities:

- Perfect Pants, LLC
- Permanent Perennials

*Need to make changes to this list?*

[Revise your information](#)

☐ I affirm that I have read the University's Policy on Conflicts of Commitment and Interest and the information I have provided is true to the best of my knowledge. \*

*If changes in activities or interests occur during the year, your disclosure must be updated and approved by the UEO prior to engaging in the activity or interest.*

[Submit My Disclosure](#)

[Back To Guidelines](#)

Check the box after reading the *Policy on Conflicts of Commitment and Interest* and select “Submit My Disclosure” to complete the process.

- This page reminds you to read the [University Policy on Conflict of Commitment and Interest](#) (POCOCI).
- Once you have read the POCOCI, check the box to affirm that you have read the POCOCI and that your disclosure is true to the best of your knowledge.
- You cannot submit your disclosure without completing the certification.
- If you need to make any changes to the activities you reported, click “Revise your information” located in the right side column located on the middle of the screen.
- Click the green “Submit My Disclosure” button to submit your RNUA to your Unit Executive Officer.

## **RNUA – Review and Certify (Physician Certification)**

### Review and Certify



This disclosure satisfies the requirements of the [University Policy on Conflicts of Commitment and Interest](#) (COCI), which requires you to disclose all income-producing non-University activities and all activities (including unpaid) which may present a conflict of commitment or interest to your University responsibilities. Depending on your disclosed non-University activities and interests, you may be required to manage or eliminate any conflicts of commitment or interest.

The University requires that your disclosure of non-University activities be consistent with the information reported in the Centers for Medicare and Medicaid Services (CMS) Open Payments database when the nature of the payment requires disclosure per the *University Policy on Conflict of Commitment and Interest*.

The Open Payments database is updated annually on **June 30th**. Each year you must review the information being reported about you in the Open Payments database using the [Open Payments search tool](#).

See also: [Guidance on what payments require disclosure](#). For additional information, see [Open Payments FAQs](#).

You've listed the following non-University activities:

- Amazing Disclosure Application

*Need to make changes to this list?*

[Revise your information](#)

☒ I affirm that I have read the University's Policy on Conflicts of Commitment and Interest and the information I have provided is true to the best of my knowledge. \*

☒ I have reviewed the Open Payments database and I certify that my disclosure is consistent with the information presented in the Open Payments database. \*

*If changes in activities or interests occur during the year, your disclosure must be updated and approved by the UEO prior to engaging in the activity or interest.*

[Submit My Disclosure](#)

[Back To Guidelines](#)

- If you indicated on the initial RNUA screening questions that you are a physician, you are required to complete an additional certification.
- Follow the instructions and links to access the Open Payments database.
- Using the Open Payment search tool, conduct a search for your name in the database.
- If payments in your name appear in the database, consult the University's guidance on what payments require disclosure.
- If the nature of the payment requires disclosure, then revise your RNUA as needed. Click on "Revise your information" to go back to the initial screening questions to revise your response or summary of your activities to edit or add to your list of activities.
- Once your activities are complete and consistent with the data in Open Payments as required by the University, then click on the "Submit My Disclosure" button to submit your RNUA to your Unit Executive Officer.

## **RNUA – Review and Certify (Terms and Conditions)**

### Review and Certify



This disclosure satisfies the requirements of the [University Policy on Conflicts of Commitment and Interest](#) (COCI), which requires you to disclose all income-producing non-University activities and all activities (including unpaid) which may present a conflict of commitment or interest to your University responsibilities. Depending on your disclosed non-University activities and interests, you may be required to manage or eliminate any conflicts of commitment or interest.

You've listed the following non-University activities:

- Faculty Start-Up Business

*Need to make changes to this list?*

[Revise your information](#)

- ☒ I affirm that I have read the University's Policy on Conflicts of Commitment and Interest and the information I have provided is true to the best of my knowledge. \*
- ☒ I have read and agree to abide by the [Terms and Conditions](#) in order to manage the apparent conflict of interest associated with my non-University activities. \*

*If changes in activities or interests occur during the year, your disclosure must be updated and approved by the UEO prior to engaging in the activity or interest.*


[Submit My Disclosure](#)

[Back To Guidelines](#)

- You will be required to certify that you will follow the Terms and Conditions to manage any conflicts if one of the activities you reported represents a significant financial interest and meets any of the following:
  - Uses University resources;
  - Involves University faculty, staff, or students;
  - Licenses University intellectual property.
- Once you have read the Terms and Conditions, check the box to affirm that you will abide by the Terms and Conditions.
- You cannot submit your disclosure without completing the certification.
- If you need to make any changes to the activities you reported, click on “Revise your information” located in the right side column located on the middle of the screen.
- Submitting your disclosure represents your virtual signature.
- Click the green “Submit My Disclosure” button to submit your RNUA to your Unit Executive Officer.

## **RNUA – Submitted**

START myDisclosures Complete online disclosure reporting

 Submission: Report of Non-University Activities HELP

### RNUA Submitted

Your Report of Non-University Activities (RNUA) disclosure has been submitted to your Unit Executive Officer (UEO)/department head for review and approval. This document does not represent approval of the non-University activities.

- [View your submitted disclosure](#)
- [Download a PDF of your submitted disclosure](#)

If you need to report a new activity, start a new disclosure.

Back to Home

[Questions about the review or approval of your activities?](#)

Contact your UEO/department head:

Person's name

Contact info

- After you submit your RNUA, the disclosure will be routed to the Unit Executive Officer (UEO) of your home department.
- When you submit the RNUA it is not yet approved. You can use START myDisclosures to monitor the status of the review.
- Once you have submitted your disclosure, you cannot edit it. If you need to edit your disclosure prior to review, you may contact the UEO to request that your disclosure be returned for revisions.
- Once your RNUA has been reviewed and approved, if you need to update your disclosure to submit a new activity or revise your disclosure, you must submit a new RNUA.

### Secondary Appointments

- If you have a secondary appointment, the form will route first to your home department; after the home department completes the review, it will route to the UEO of your secondary appointment (if the UEO is different from your home department).
- If a second level of review is needed, the disclosure will route to the second level of review (e.g. dean of the college of your home department) after the secondary UEO review is completed.