

## **START myDisclosures UEO Reviewer Guide**

Guide for Unit Executive Officers and Facilitators/Assistants

This guide provides step-by-step instructions for using START myDisclosures to review Report of Non-University Activity disclosures submitted to you as a Unit Executive Officer (UEO), departmental RNUA facilitator, or a second level reviewer.

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## I. Roles

START myDisclosures serves the needs of users who have different roles in the Report of Non-University Activities (RNUA) process.

### Disclosers

Disclosers include all academic staff required to complete the RNUA. Disclosers are able to submit, edit, view, delete, print, and save PDF versions of their own disclosures. Lists of disclosers in each department are generated through a Banner query.

### Facilitators/Assistants

Facilitators/Assistants are named by the Unit Executive Officer (UEO) and can help streamline the review process for the UEO. Each unit can have more than one facilitator/assistant, and one facilitator/assistant can fill that role for more than one unit. If a unit needs to change the named facilitator(s)/assistant(s), please contact your campus COI office.

Facilitators/Assistants are able to view all disclosures within the unit(s) to which they are assigned. They also have the ability to assign a recommended status to each activity within a disclosure, e.g. activity should be approved or forwarded for further review, and make comments on disclosures. Facilitator/Assistants are also able to return the disclosure for revisions in an effort to get more clarifying information from the discloser.

### Reviewer/Approver – Unit Executive Officer (UEO)

UEOs are responsible for managing any potential or actual conflicts of commitment or interest, and their review of each disclosure is required. UEOs can, with or without the assistance of a Facilitator/Assistant, view, assign a status to each activity within a disclosure, comment, attach explanations of management mechanisms, and complete the first level of review.

### Reviewer/Approver – Second Level of Review

A second level of review is necessary when the UEO assigns a status of “forward for further review.” Reviewers at the second level, e.g. deans, have the ability to view, confirm a UEO’s assigned status for a disclosure, return a disclosure to the UEO for further review, comment, and complete the second level of review.

Reviewers at the second level are also able to view all disclosures in the unit(s) they oversee. For example, the dean of a college can view all the disclosures within the college.

A facilitator/assistant may assist a reviewer at the second level.

### View/Read Only

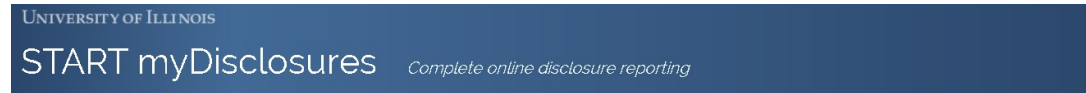
The View/Read Only status can be assigned as needed by a UEO or Reviewer at the Second Level. View/Read Only status allows users to view disclosures within the unit(s) to which they have been assigned. View/Read Only users **cannot** set a status for an activity, return disclosures to disclosers, or approve disclosures.

The table below shows a comparison of roles and functions each role can perform in the application. As noted the UEO/Approver and Assistant have the same access to perform each function except for the final approval of the RNUA review.

	UEO/Approver	Assistant	Read Only
View "checklist"	✓	✓	✓
View disclosures	✓	✓	✓
Return for changes	✓	✓	
Add comments	✓	✓	
Set status for activity	✓	✓	
Set exemption status	✓	✓	
Finalize review	✓		

## II. Access START myDisclosures

START myDisclosures is available at <https://myresearch.uillinois.edu/myDisclosures/>



Welcome to online disclosure reporting.  
Easily meet your University of Illinois reporting requirements by answering a series of questions about your activities and outside interests.

Login

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

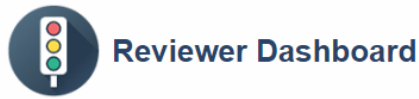
DEFAULT CONTACT  
✉ Email address  
☎ phone number

Log on using your NetID and Active Directory (AD) password. The login screen is the same for both disclosers and reviewers.

Reviewers and Facilitators have the option to enter the system as a discloser or as a reviewer. To review, choose the “Review My Unit’s Disclosures” option.



### III. Reviewer Dashboard



RNUA					
<input checked="" type="checkbox"/> Include units where I have read-only access				RNUA year	2020
UNIT	UNIT ID	AWAITING REVIEW	PENDING <span style="color: orange;">!</span>	ROLE	
Vice Chancellor for Research	1-D1-NE-*-*	0	3	approver	
OVCR Administration	1-D1-NE-NE0-370-370001	0	12	approver	
Vice Chanc Research Institutes	1-D1-NP-*-*	0	2	approver	
Dept 298	1-D1-NE-NE0-298-*	0	7	readonly	
Division of Animal Resources	1-D1-NE-NE0-298-298000	0	1	readonly	
Animal Resources	1-D1-NE-NE0-298-298001	0	6	readonly	
Protection of Research Subject	1-D1-NE-NE0-344-344000	0	5	readonly	
Inst Animal Care & Use Cmte	1-D1-NE-NE0-409-409000	0	3	readonly	
Interdis Health Sci Initiative	1-D1-NE-NE0-520-520000	0	16	readonly	

Once in the Reviewer's Dashboard, approvers and assistants will see a list of all units to which you have access. Note: Your role is displayed under the name of the unit (e.g. Role: approver, Role: read only).

Units will display in the following order:

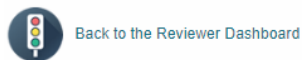
Display Order of Units	
1. All units for which you are a <b>reviewer/approver</b>	Listed in order by three digit department; then six digit org code
2. All units for which you are a <b>facilitator/assistant</b>	
3. All units for which you have <b>view/read only access</b>	

To review disclosures from a unit, click on the name of the unit.

The "Awaiting Review" column shows the number of disclosures that have been submitted and can be reviewed. The "Pending" column shows how many academic staff members need to complete the RNUA. Items in this column may require reviewer action, like setting an exemption status.

#### IV. Review Unit Disclosures – Organizing Workflow

Once you select a unit to review, you will see the name and Banner organizational code (e.g., 6 digit number under the name of the department). The review process is organized into sections.



##### 2020 RNUA Disclosures

##### Vice Chancellor for Research, Role: approver

(1-D1-NE-\*\*-\*\*-\*)

PENDING		READY FOR REVIEW		TOTAL
<b>3</b> disclosures not yet submitted*	<b>0</b> disclosures awaiting response	<b>0</b> disclosures with only comments/attachments	<b>0</b> disclosures with non-University activities	<b>4</b> Records

\* Note: The Disclosures Not Yet Submitted folder may require some action on the reviewer's part, for example, setting an exemption status for a required discloser.

**Pending** status (2 columns on the left) indicates the following:

- Staff members who have not completed their disclosures
  - Reviewers may need to set exemption statuses for staff members in this folder.
- Disclosures that require a response from a user. This could include disclosures returned to the submitter for revisions **or** staff members whose home unit UEO has not completed the initial review (if you are the UEO of a department in which a staff member has a secondary paid appointment). See below.

#### START myDisclosures Reviewer Mode



Electrical & Computer Engr:

##### Disclosures awaiting response

NAME	DISCLOSURE STATUS
Public, Jane	Return for Changes
Smith, John	Pending Primary UEO Review

UNIT STATUS (30)
Not Submitted (28)
Awaiting Response (2)
No Outside Activities (0)
With Outside Activities (0)
<b>COMPLETED (0)</b>

**Ready for Review** (2 center columns) indicates the following:

- Staff members who submitted a disclosure but indicated there were non-University activities to report but included a comment or attachment with their RNUA

## START myDisclosures Reviewer Guide

- Staff members who submitted a disclosure with non-University activities report

**Total** (1 column on the right) indicates the following:

- This is a complete listing of all staff members

**V. Review Unit Disclosures – Pending Disclosures – Employee Listing /Disclosures Not Yet Submitted**

2020 RNUA

OVCR Administration , assistant

**Disclosures not yet submitted**

NAME	PAST DISCLOSURES	
Edwards, Melissa (650396202)		Create exemption
Gillombardo, Maria (652102617)		Create exemption
Key, Susan (658111515)		Create exemption
Lee Drozt, Linda (658311269)		Create exemption
Lim, Suge (670505076)		Create exemption
Loots, Melanie (658976614)		Create exemption
Robinson, Sharee (655831478)		Create exemption
Wagenecht, Kraig (653691542)		Create exemption
Wolpert, Tyler (669012568)		Create exemption

\* = Staff who submitted an RNUA while employed in a different org. Reviewers must either review the past disclosure and set an exemption status or request a new disclosure.

Staff members appear on this page when the individual has not yet submitted his/her disclosure. The list is generated from Banner data. The staff member will appear on the home department unit, according to the staff member’s appointment in Banner. If the staff member has another paid appointment, once the home department completes its review, the secondary paid appointment will be able to review the staff member’s disclosure.

The UEO/Facilitator/Assistant should follow up with staff members on this list to submit disclosures. The UEO is responsible for assuring all academic staff in the unit completes the RNUA disclosure at least annually and updates the disclosure throughout the year as needed.



### A. Creating an Exemption (or Temporary Release from RNUA)

Temporary release from completing the RNUA is explained in the COCI Policy at **Section VII. A.**

In cases where an academic staff member is unable to complete the annual RNUA due to medical leave or a University-approved unpaid leave, the UEO may grant a temporary release to the academic staff member. The release exempts the academic staff member from completing the RNUA disclosure until he or she returns to work. The UEO cannot grant a temporary release if the academic staff member continues to conduct, administer, or applies for a sponsored project while on leave.

UNIVERSITY OF ILLINOIS 1234567 | null  
EXIT USER

START myDisclosures Reviewer Mode

Reviewer Dashboard > AITS Admin

Disclosures not submitted yet  
Create an exemption from filing a disclosure

**John Doe**

Reason for exemption: \*

FMLA

Create Exemption Cancel

You must select a reason for granting the temporary release to exempt the employee from disclosure.

Reason for exemption: \*

Out of the Country

Out of the Country

Not Exempt

Left University

Sabbatical

Medical Leave or Other Approved Leave of Absence

Deceased

[NOTE: The COCI Policy updated in 2018 removed sabbatical as a reason for exemption. An employee on sabbatical may only be exempted from the RNUA if the sabbatical is unpaid.]

Once an exemption status for an employee is set, the disclosure for that employee is considered to be “complete.”

Units should work to get disclosures from employees whose exemption statuses no longer apply.

When the UEO creates an exemption (e.g., out of country, unpaid sabbatical, medical or other approved unpaid leave of absence), the UEO must follow up when the staff member returns to work to ensure the RNUA is completed.

## **B. Recusal**

If, as a UEO, you need to recuse yourself from the review of an employee's disclosure because you have a familial or business relationship, please contact the next level of review to inform the dean or vice chancellor of the reason for your recusal; and please contact your campus COI office. The COI Office can route the RNUA to the next level of review or an alternate reviewer at the request of the dean or vice chancellor.

Examples of reasons for recusal:

- Employee is the spouse or family member of the UEO.
- Employee is a business partner of the UEO.
- Academic staff member is an employee of or is requesting approval for activities with a company in which the UEO has a financial interest.
- UEO owns the company or has a significant financial interest (greater than \$5,000) in the entity on the employee's disclosure.
- UEO is a fiduciary member of the entity on the employee's disclosure.

## VI. Review Unit Disclosures – Ready for Review

### START myDisclosures Reviewer Mode



[Back to the Reviewer Dashboard](#)

2020 RNUA Disclosures

**OVCR Administration , Role: assistant**

(1-D1-NE-NE0-370-370001)

PENDING		READY FOR REVIEW		TOTAL
<b>11</b> disclosures not yet submitted*	<b>0</b> disclosures awaiting response	<b>1</b> disclosures with only comments / attachments	<b>0</b> disclosures with non-University activities	<b>12</b> Records

\* Note: The Disclosures Not Yet Submitted folder may require some action on the reviewer's part, for example, setting an exemption status for a required discloser.

The middle section “Ready for Review” sorts disclosures into two categories: disclosures with no non-University activities reported and disclosures with non-University activities reported.

### A. Disclosures with no non-University activities reported

### START myDisclosures Reviewer Mode



[Back to the Reviewer Dashboard](#)

2020 RNUA

OVCR Administration , assistant

**Disclosures with no non-University activities listed**

NAME	SUBMITTED	ADDITIONS	ACTIONS
Adams, Amy	09/09/2019		

#### UNIT STATUS (12)

Comments/Attachments Only (1)
With Outside Activities (0)
Not Submitted (11)
Awaiting Response (0)
<b>TOTAL (12)</b>



## Confirm approval of disclosure

**For: Amy Adams**

Acknowledge the comments/attachments included by the submitter and mark this disclosure as *Approved*.

Confirm

As of AY17, all disclosures with no non-University activities reported will route to the completed folder. The employee will receive an email confirmation that the RNUA has been approved. The UEO is responsible for requesting an employee submit a new disclosure if the UEO is aware that employee has not disclosed an activity that requires reporting.

As of AY20, staff members will be able to submit comments or attachments with their disclosures with no-non University activities reported. UEOs must review the comments or attachments and either approve the disclosure or return it for revisions.

## B. Disclosures with non-University Activities Reported

UEO and Facilitators/Assistants will see a list of employees who have disclosures with non-University activities reported. A summary of the number of non-University activities and the aggregate numbers of days requested and days spent is displayed for each employee.

To view the disclosure and complete review, click on each name to see the details.



[Back to the Reviewer Dashboard](#)

2020 RNUA

[OVCR Administration , assistant](#)

### Disclosures with non-University activities listed

	NAME	ACTIV.	DAYS REQ.	ACTIVITY REQ. MGMT?	SUBMITTED	COMPLETED STOPS	FUTURE STOPS
	<a href="#">Loots, Melanie</a>	1	10	Yes	09/09/2019	N/A	N/A
	<a href="#">Wolpert, Tyler</a>	1	20	No	09/09/2019	N/A	N/A

= staged for review

#### UNIT STATUS (12)

Comments/Attachments Only (1)
With Outside Activities (2)
Not Submitted (8)
Awaiting Response (0)
<b>TOTAL (12)</b>

## VII. Review Unit Disclosures – Individual Disclosure

Year 2020: [Disclosures with activities](#)

### Ted Baker

DIR PORTFOLIO BDGT PLNG, Acad/Pro 12mth Ben Elig, 100.0% Appointment, 1-370001

[View Past Disclosures](#)

<b>4-H leader</b> NOT-FOR-PROFIT			
<b>\$0 - \$4,999</b> interest	20 days reported 20 days requested	<b>Does not use</b> University resources	
<a href="#">Show Details</a>			
<b>New Startup</b> PRIVATELY-HELD OR START-UP COMPANY			
<b>\$25,000 or more</b> interest <b>5% or more</b> owner equity	10 days reported 10 days requested	<b>Uses</b> University resources	
<a href="#">Show Details</a>			

#### COMMENTS:

There are no comments for this disclosure.

#### ATTACHMENTS:

No attachments for this disclosure.

[Add an attachment](#)

Summary information about the academic staff member's title and appointment appears under the staff member's name.

Summary information for each non-University activity includes:

- Level of the financial interest (listed as a range: \$0-4,999, \$5,000-24,999, \$25,000 or more; or equity percentage listed as a range: none, >0-4.9%, 5% or more).
- Number of days reported for previous academic year and number of days requested for current academic year
- Use of University resources  
**NOTE:** This means that the employee has answered "yes" to the screening question about use of university resources (which may include but is not limited to space, supplies, equipment, intellectual property, students, or personnel). You will need to expand the details in the disclosure (click on "show details") to find the information specific to the use of University resources.

The summary highlights information in BLUE that represents significance thresholds in the University COCI policy. These should be reviewed carefully for conflicts of commitment or interest.

Each activity listed includes a section to "Show details." Generally, activities that do not reach significance thresholds will have only a brief description about the entity and its products or services. Activities that reach one of the significance thresholds will have more details and should be reviewed by the UEO/Assistant to identify any conflicts of commitment or interests.

**John Doe**

ENTERPRISE SYST SPEC, Acad/Pro 12mth Ben Elig, 100% Appointment

**First Activity**

PRIVATELY-HELD OR START-UP COMPANY

<b>\$5,000 or more</b> interest	33 days reported	<b>Uses</b> University resources
<b>5% or more</b> owner equity	22 days requested	

[Hide details](#)

---

ENTITY DESCRIPTION  
desc

MY OR MY FAMILY MEMBER'S ROLE

- **Consulting:** Does not provide consulting services to an entity that does business with the University
- **Conducts activities:** On-campus

RELATION TO UI RESPONSIBILITIES

- Entity is or may be a sponsor of research at UI in which I am or will be directly involved.

RELATED RESEARCH

**Interesting Study**

- Entity is or may be a sponsor of this research.
- **Institution Number:** 2015-1234
- **Award Status:** Awarded
- **IRB Number:** Not provided

OTHER UI PEOPLE INVOLVED

Jane Doe: AITS

- Internal Involvement
- Staff
- Does not have University reporting line or oversight
- Does not have familial relationship

UNIVERSITY INTELLECTUAL PROPERTY

- ✓ Licenses or options University intellectual property

STATUS DEFINITIONS

- ✓ **Approve:** The non-University activity is **not** a conflict or does **not** require reporting.
- ↑ **Forward for further review:** The non-University activity represents a **potential** conflict and needs further review.
- ↩ **Return for revisions:** Disclosure will be returned to the submitter for revisions, you will provide an explanation.

Review and set a status for each non-University activity before continuing.

Continue

After reviewing the information submitted by the discloser, the facilitator/assistant and UEO must select one of three options for each reported activity.

**Approve the activity**

Approval of the activity is appropriate when the activity does not present a potential or actual conflict **or** if the activity does not require reporting. Examples of activities that generally do not require reporting can be found in the COI policy [appendix](#).

**Forward for further review**

Forwarding the activity for review is required when the activity presents a potential or actual conflict with the employee’s responsibilities to the University.

When this status is selected, a statement of explanation detailing the conflict and proposed management mechanisms is **required**. The UEO statement of explanation may be attached (PDF preferred) or entered in the comments section. For assistance with this statement, please contact your University COI office.

Selection and confirmation of this status by the UEO will automatically route the disclosure to the academic staff member’s second level of review.

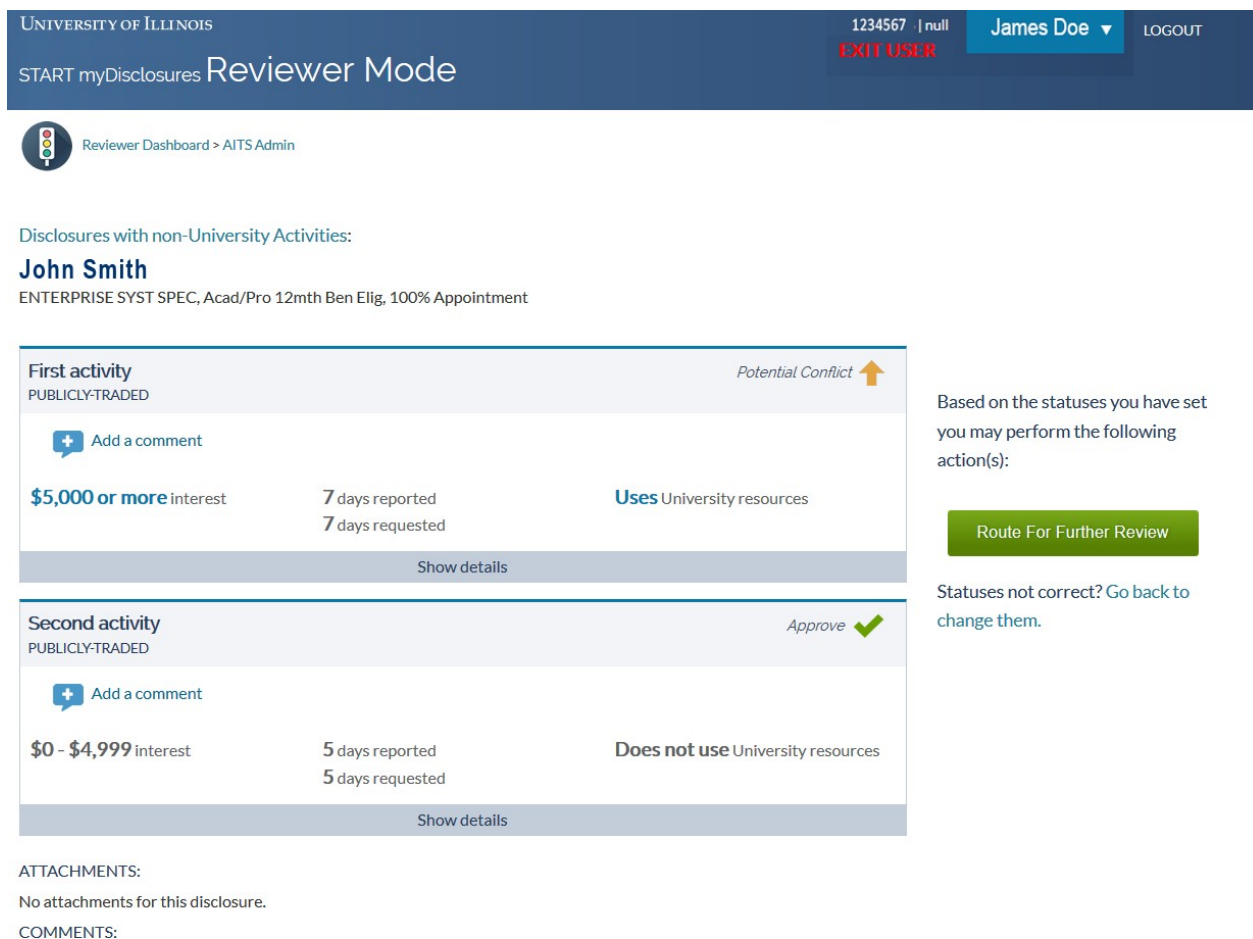
15

## Return for revisions

A disclosure can be returned for revisions when either the department needs more information to evaluate the activity or if the UEO disapproves the activity.

When this status is selected, a statement detailing what information is requested or why the activity is disapproved is **required**.

Returning a disclosure for revisions returns the disclosure to the “Pending” status. Once the employee makes the required revisions, the disclosure will appear in the “Ready for Review” section. The application will send you an automated email notifying you that there is a disclosure pending your review.



UNIVERSITY OF ILLINOIS 1234567 | null James Doe ▾ LOGOUT  
EXIT USER

START myDisclosures Reviewer Mode

Reviewer Dashboard > AITS Admin

Disclosures with non-University Activities:

**John Smith**  
ENTERPRISE SYST SPEC, Acad/Pro 12mth Ben Elig, 100% Appointment

**First activity** *Potential Conflict* ↑  
PUBLICLY-TRADED

+ Add a comment

**\$5,000 or more** interest 7 days reported Uses University resources  
7 days requested

Show details

**Second activity** *Approve* ✓  
PUBLICLY-TRADED

+ Add a comment

**\$0 - \$4,999** interest 5 days reported Does not use University resources  
5 days requested

Show details

Based on the statuses you have set you may perform the following action(s):

Route For Further Review

Statuses not correct? Go back to change them.

ATTACHMENTS:  
No attachments for this disclosure.

COMMENTS:

The facilitator/assistant can set a recommended status for each activity before the UEO completes his or her review, and facilitators/assistants can also return a disclosure for revisions. Once the UEO reviews the disclosures, he or she will either confirm the recommended status by clicking the green “Confirm” button or change the status for each activity.



## START myDisclosures Reviewer Guide

Disclosures with non-University Activities:

John Smith

ASST DIR, Acad/Pro 12mth Ben Elig, 100% Appointment

<b>First Activity</b> PUBLICLY-TRADED	Approved	
Add a comment		
\$0 - \$4,999 interest	3 days reported 2 days requested	Uses University resources
Show details		
<b>Second Activity</b> PUBLICLY-TRADED	Approved	
Add a comment		
\$0 - \$4,999 interest	7 days reported 5 days requested	Does not use University resources
Show details		

Based on the statuses you have set you may perform the following action(s):

[Confirm](#)

Statuses not correct? [Go back to change them.](#)

### ATTACHMENTS:

No attachments for this disclosure.

### COMMENTS:

COMMENTED ON 7/20/15 1:48 PM IN REFERENCE TO FIRST ACTIVITY

Use of University resources requires additional review.

Facilitators/assistants and UEOs are able to make comments on the disclosure or add attachments (PDF preferred). The name of the person who made comments and date/time comment was made will be visible to all users (academic staff, UEO, assistants, read only).

## Auto-settings for Review Status

Starting with AY20, when an activity meets a “significance threshold,” the system sets the status to “forward for further review.” An activity is significant if meets the financial significance thresholds<sup>1</sup>, represents 5% or more equity, it involves University persons, involves University resources, including IP, is related to a staff member’s University activities, requires more than one day per week of time. If the UEO agrees that the activity requires management, they will include a plan for managing the conflict with the disclosure.

<sup>1</sup> In the absence of other applicable regulations, financial interests greater than \$5,000 will be considered significant.

# START myDisclosures Reviewer Guide

Year 2020: [Disclosures with activities](#)

## Melanie Loots

mloots@illinois.edu.xxyyzzz

EXEC ASSOC V CHANC FOR RES, Acad/Pro 12mth Ben Elig, 100.0% Appointment, 1-370001

[View Past Disclosures](#)

**Melanie's startup** ✓ ↑ ↶

PRIVATELY-HELD OR START-UP COMPANY

<b>\$0 - \$4,999</b> interest	<b>10</b> days reported	<b>Does not use</b> University resources
<b>5% or more</b> owner equity	<b>10</b> days requested	

[Show Details](#)

### COMMENTS:

There are no comments for this disclosure.

### ATTACHMENTS:

No attachments for this disclosure.

[+ Add an attachment](#)

### STATUS DEFINITIONS

- ✓ **Approve:** The non-University activity is **not** a conflict or does **not** require reporting.
- ↑ **Forward for further review:** The non-University activity represents a **potential** conflict and needs further review.
- ↶ **Return for revisions:** Disclosure will be returned to the submitter for revisions; you will provide an explanation.

**Review and set a status for each non-University activity before continuing.**

[Continue](#)

Year 2020: [Disclosures with activities](#)

## Melanie Loots

mloots@illinois.edu.xxyyzzz

EXEC ASSOC V CHANC FOR RES, Acad/Pro 12mth Ben Elig, 100.0% Appointment, 1-370001

**Melanie's startup** Needs Further Review ↑

PRIVATELY-HELD OR START-UP COMPANY

The [University Policy on Conflict of Commitment and Interest](#) requires certain activities or interests be managed. In accordance with University COCI Policy, the activity requires management as described in the [RNUA Terms & Conditions](#). The academic staff member has agreed to the RNUA Terms & Conditions. Additional management and oversight should be specified by the UEO and routed for second level review and approval. The UEO of the academic staff member's home department must provide a department management plan. Please attach the management plan to the RNUA or describe the management plan in the comments below.

Please visit [Guidance for creating a Management plan](#) for assistance. \*

Insert plan to manage conflict

<b>\$0 - \$4,999</b> interest	<b>10</b> days reported	<b>Does not use</b> University resources
<b>5% or more</b> owner equity	<b>10</b> days requested	

[Show Details](#)

### COMMENTS:

There are no comments for this disclosure.

### ATTACHMENTS:

No attachments for this disclosure.

Based on the statuses you have set you may perform the following action(s):

[Save](#)

Statuses not correct? [Go back to change them.](#)

If the UEO believes that the activity does not require management, they can select the approve status. The system will prompt the UEO to include an explanation for why the activity does not require management.

# START myDisclosures Reviewer Guide

Year 2020: [Disclosures with activities](#)

## Melanie Loots

mloots@illinois.edu.xxyyyzzz

EXEC ASSOC V CHANC FOR RES, Acad/Pro 12mth Ben Elig, 100.0% Appointment, 1-370001

[View Past Disclosures](#)

**Melanie's startup** ✔ ↑ ↶

PRIVATELY-HELD OR START-UP COMPANY

<b>\$0 - \$4,999</b> interest	<b>10</b> days reported	<b>Does not use</b> University resources
<b>5% or more</b> owner equity	<b>10</b> days requested	

[Show Details](#)

### COMMENTS:

There are no comments for this disclosure.

### ATTACHMENTS:

No attachments for this disclosure.

[+ Add an attachment](#)

### STATUS DEFINITIONS

✔ **Approve:** The non-University activity is **not** a conflict or does **not** require reporting.

↑ **Forward for further review:** The non-University activity represents a **potential** conflict and needs further review.

↶ **Return for revisions:** Disclosure will be returned to the submitter for revisions, you will provide an explanation.

**Review and set a status for each non-University activity before continuing.**

[Continue](#)

Year 2020: [Disclosures with activities](#)

## Melanie Loots

mloots@illinois.edu.xxyyyzzz

EXEC ASSOC V CHANC FOR RES, Acad/Pro 12mth Ben Elig, 100.0% Appointment, 1-370001

**Melanie's startup** Approved ✔

PRIVATELY-HELD OR START-UP COMPANY

Based on information in the RNUA, this activity requires management. If the UEO determines that the activity does not require management, an explanation of why that determination must be included in the comment field below.\*

<b>\$0 - \$4,999</b> interest	<b>10</b> days reported	<b>Does not use</b> University resources
<b>5% or more</b> owner equity	<b>10</b> days requested	

[Show Details](#)

### COMMENTS:

There are no comments for this disclosure.

### ATTACHMENTS:

No attachments for this disclosure.

Based on the statuses you have set you may perform the following action(s):

[Save](#)

Statuses not correct? [Go back to change them.](#)



### VIII. Reviewing Unit Disclosures – Completed Review

Once the UEO has confirmed the status for each activity in a disclosure, the disclosure will move to the “Total” section. Any disclosures within the “Total” section that require a second level of review will automatically route to the second level reviewer.

The application allows the academic staff member to track where his/her disclosure is in the review process and will note when review is complete or pending second level of review.

If the UEO completes a review but needs to make changes to the disclosure, please contact your campus COI office as soon as possible.

2020 RNUA Disclosures

OVCR Administration , Role: assistant

(1-D1-NE-NE0-370-370001)

PENDING		READY FOR REVIEW		TOTAL
<b>8</b>	<b>0</b>	<b>1</b>	<b>2</b>	<b>12</b>
disclosures not yet submitted*	disclosures awaiting response	disclosures with only comments / attachments	disclosures with non-University activities	Records

\* Note: The Disclosures Not Yet Submitted folder may require some action on the reviewer's part, for example, setting an exemption status for a required discloser.

Click on the Total folder to see the date confirmed and the disclosure status. If the RNUA was forwarded for further review, it will be noted in the disclosure status. RNUA will route to any secondary appointments before routing to the second level reviewer. Click on the name of the employee to open the completed disclosure.

START myDisclosures **Reviewer Mode**

Reviewer Dashboard > RNUA Disclosures, Year: 2019

Vice Chancellor for Research, Role: approver:

**Disclosures completed**

Show  entries Search:

NAME	CONFIRM DATE	DISCLOSURE STATUS
[REDACTED]	Sep 07, 2018 11:11 AM	Being Reviewed By Chancellor (2-A1****)
	Aug 16, 2018 9:16 AM	Approved
	Aug 31, 2018 9:57 AM	Approved

Showing 1 to 3 of 3 entries Previous  Next

**UNIT STATUS (7)**

- Not Submitted (4)
- Awaiting Response (0)
- No Outside Activities (0)
- With Outside Activities (0)
- COMPLETED (3)**
- TOTAL (7)**

## **IX. Second Level of Review**

Activities that present an actual or a perceived a conflict of commitment or interest with an employee's University responsibilities must receive a second level of review. These activities are identified by the UEO (first level of review).

Disclosures forwarded for second level of review will automatically appear in the second level reviewer's workflow. The second level reviewer has a folder on the reviewer's dashboard in which all units that report within that college or administrative office will appear together. Since disclosures will appear from multiple departments, the disclosures will be sorted by the home department organizational code, then alphabetically by the staff member's last name.

When a disclosure is forwarded for second level of review, begin the review by clicking the employee's name. The disclosure will appear with a status of needs further review and an explanation from the UEO will appear below.

As a second level reviewer, you must select one of two options for each activity that is forwarded for your review:

- 1) **Approve:** I have reviewed the monitoring plan and the management mechanisms are sufficient to manage the conflict.
- 2) **Return for revisions:** Disclosure will be returned to the first level of review. You must provide an explanation to describe the revisions requested. Return to the first level reviewer / UEO for revisions.

Returning a disclosure is appropriate if you would like additional information or if you do not believe the management mechanisms are sufficient or the activity should not be allowed.

A facilitator/assistant to the second level reviewer may set the status and add explanations, but final confirmation to approve the disclosure must be done by the second level UEO.

The second level reviewer must act on all disclosures so that there are no employees/disclosures with a "Pending" status. If you complete a second level of review but need to make revisions to the review, you may **revoke the approval**.

# START myDisclosures Reviewer Guide

Disclosures with non-University Activities:

## John Smith

ASST DIR, Acad/Pro 12mth Ben Elig, 100% Appointment

First Activity				
PUBLICLY-TRADED				
\$0 - \$4,999 interest	3 days reported 2 days requested	Uses University resources		
<a href="#">Show details</a>				
Second Activity				
PUBLICLY-TRADED				
\$0 - \$4,999 interest	7 days reported 5 days requested	Does not use University resources		
<a href="#">Show details</a>				

### STATUS DEFINITIONS

- Approve:** I have reviewed the monitoring plan and the management mechanisms are sufficient to manage the conflict.
- Return for revisions:** Disclosure will be returned to the first level of review. Provide an explanation for revisions.

Review and set a status for each non-University activity before continuing.

[Continue](#)

### ATTACHMENTS:

No attachments for this disclosure.

### COMMENTS:

COMMENTED ON 7/20/15 1:48 PM IN REFERENCE TO FIRST ACTIVITY

Use of University resources requires additional review.

JANE DOE COMMENTED ON 7/20/15 1:58 PM IN REFERENCE TO FIRST ACTIVITY

First Activity has a Facilities Use Agreement in place for the use of University laboratory space in Research Building. The Office of Sponsored Programs will work to renew the agreement for the upcoming year. First Activity has also worked with OTM to license technology. We continue to monitor the disclosure of newly developed technology to OTM. A conflict management plan is in place. The committee will review the situation in light of this year's RNUA disclosure. Approved.

START myDisclosures **Reviewer Mode**



Reviewer Dashboard > VP Chief Financial Officer

Disclosures with non-University Activities:

**John Smith**

ASST DIR, Acad/Pro 12mth Ben Elig, 100% Appointment

<b>First Activity</b> PUBLICLY-TRADED	<i>Requires Revision</i>	
Please explain why the non-University activity needs revisions: *		
<input type="text" value="Reason for return is required here"/>		
<b>\$0 - \$4,999</b> interest	3 days reported 2 days requested	<b>Uses</b> University resources
<a href="#">Show details</a>		
<b>Second Activity</b> PUBLICLY-TRADED	<i>Approved</i>	
Add a comment		
<b>\$0 - \$4,999</b> interest	7 days reported 5 days requested	<b>Does not use</b> University resources
<a href="#">Show details</a>		

Based on the statuses you have set you may perform the following action(s):

[Return For Revisions](#)

Statuses not correct? [Go back to change them.](#)

If the second level reviewer UEO returns the disclosure to the first level reviewer UEO for revisions, an explanation for why revisions are necessary is required. You may use the comments or provide the explanation as an attachment.

Disclosures that are returned for revisions will appear in your “Pending” section.

Once the UEO or academic staff member makes the required revisions, the disclosure will automatically route to your “Ready for Review” section. The application will send you an automated email notifying you that there is a disclosure pending your review.



**X. Revoke Action**

An approval may be revoked by the UEO or the Assistant at the first and second level of review.

The revoke function allows reviewers to modify a previously set status. This is appropriate in three scenarios:

1. When an exemption status no longer applies;
2. When approval of an activity is no longer appropriate; or
3. When an activity’s status was set as “approved” but it should have been set as “forward for further review.”

**A. Revoke Exemption Status**

To revoke an exemption status:

1. Navigate to the discloser’s org.
2. Click on the “Completed” Folder.
3. Search for the discloser and click on his or her name.
4. Click Revoke Exemption and Confirm.
5. The discloser will now appear in the “Pending, disclosures not submitted” folder.

**RNUA Disclosures, Year: 2018**  
**OVCR Administration , Role: assistant**  
 (1-D1-NE-NE0-370-370001)

PENDING		READY FOR REVIEW		COMPLETED
0 disclosures not submitted	0 disclosures awaiting response	0 disclosures with no non-University activities reported	0 disclosures with non-University activities	14 COMPLETED

Total Disclosures: **14**  
 (processing time may vary)

OVCR Administration , Role: assistant:

## Disclosures total

Show  entries

Search:  ✕

NAME	DISCLOSURE STATUS	SUBMITTED	ACTIVITIES	DAYS REQUESTED	DAYS SPENT	CONFIRM DATE
Lee Drozt, Linda	Exempt Type: Out of the Country	February 21, 2018 11:30 AM	0	0	0	Feb 21, 2018 11:30 AM

Year 2018

### Linda Lee Drozt

lklee1@illinois.edu.xxxxyyzzz

SR REGULATORY RES COORD, Acad/Pro 12mth Ben Elig, 100% Appointment

[Past Disclosures](#)

[Download a PDF copy of this document](#)

[Revoke Exemption](#)

No non-University activities or financial interests.

COMMENTS:

There are no comments for this disclosure.

ATTACHMENTS:

No attachments for this disclosure.

Add Attachments:

[+ Select a file](#)

[Upload now](#)

## B. Revoke Approval

To revoke approval:

1. Navigate to the discloser's org.
2. Click on the "Completed" folder, and select the discloser's name.
3. Select the "Revoke approval" status, and click the green "Revoke Approval" button.
4. Enter a comment describing why approval is being revoked, and click the green "Confirm Revoke Approval" button.
5. The disclosure will now appear in the "Ready for Review" folder. Reviewers can return the disclosure to the discloser or set the activity status as "Forward for Further Review."

# START myDisclosures Reviewer Guide

Year 2018



## Linda Lee Drozt

lklee1@illinois.edu.xxyyyzzz

SR REGULATORY RES COORD, Acad/Pro 12mth Ben Elig, 100% Appointment

Past Disclosures

[Download a PDF copy of this document](#)

**Successful Startup Company** Approved  Revoke approval 

PRIVATELY-HELD OR START-UP COMPANY

<b>\$5,000 or more</b> interest	<b>50</b> days reported	<b>Uses</b> University resources
<b>5% or more</b> owner equity	<b>100</b> days requested	

[Show Details](#)

Revoke approval and return disclosure to employee's home org.

[Revoke Approval](#)

COMMENTS:

There are no comments for this disclosure.

ATTACHMENTS:

No attachments for this disclosure.


Disclosures with non-University activities:

Year 2018

## Linda Lee Drozt

lklee1@illinois.edu.xxyyyzzz

SR REGULATORY RES COORD, Acad/Pro 12mth Ben Elig, 100% Appointment

**Successful Startup Company** Approval Revoked 

PRIVATELY-HELD OR START-UP COMPANY

Comment required: \*

Linda is spending too much time at her startup company and has abandoned her teaching duties. This activity is no longer approved.

<b>\$5,000 or more</b> interest	<b>50</b> days reported	<b>Uses</b> University resources
<b>5% or more</b> owner equity	<b>100</b> days requested	

[Show Details](#)

[Confirm Revoke Approval](#)

Cancel action? [Go back to change.](#)

COMMENTS:

ATTACHMENTS:

No attachments for this disclosure.