

## **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/](https://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
- Investigator or business managers track investigator FCOI training
- [UIC] Access Nepotism disclosure and management plan form

## **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 [and for UIC Nepotism disclosure and management]. 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.
3. There are three possible paths for completing the RNUA:
  - a. Academic staff with nothing to disclose
  - b. Academic staff with activities to disclose that do not meet the significance threshold
  - c. Academic 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

UNIVERSITY OF ILLINOIS

**START myDisclosures**

*Complete online disclosure reporting*

### 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.

Please select a login role:

University Login

For faculty, staff, and students of the University with a University NetID.

Non-University Login

For researchers or project members who are **not** part of the University of Illinois

Questions?

- Select "University 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 in Banner, then 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/>

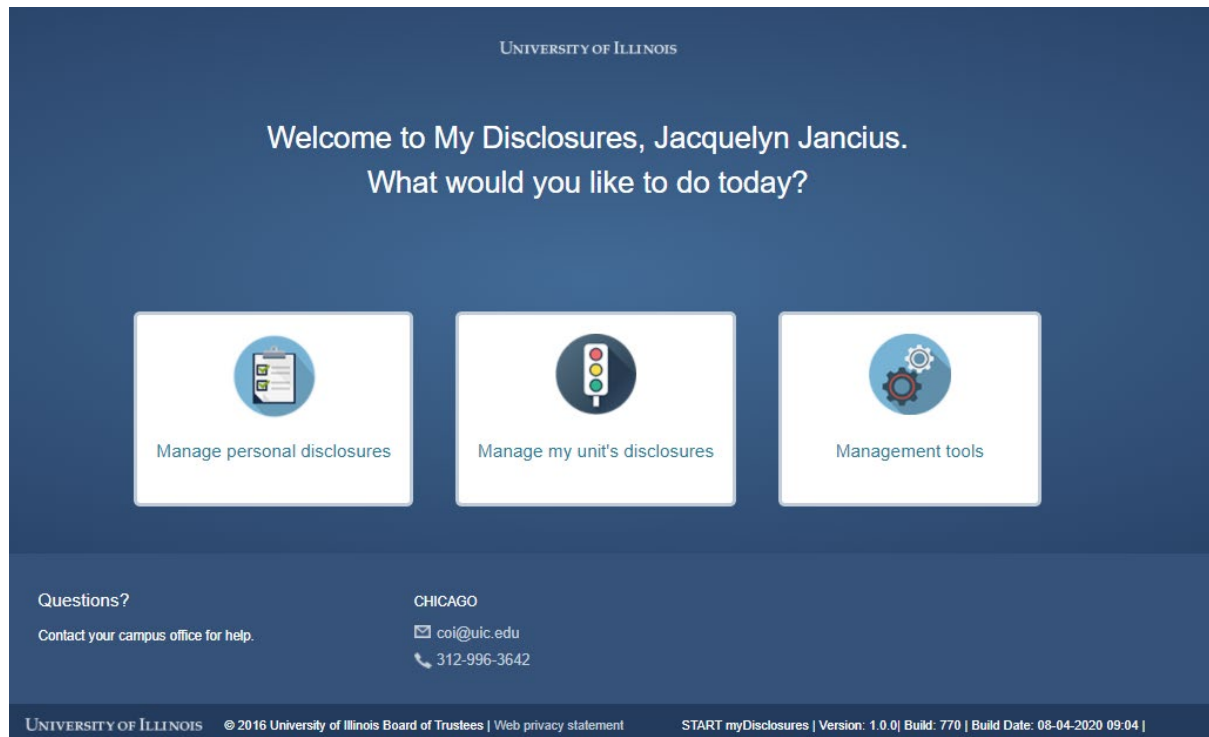
If you have tried resetting your password and are still having problems logging in, please contact your campus help desk:

- Urbana campus: Contact the [Technology Services Help Desk](#) at (217) 244-7000 or [consult@uillinois.edu](mailto:consult@uillinois.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.

## Welcome to MyDisclosures - User Screen



On this screen, select the function needed:

- **Manage personal disclosures** – Select this option to access disclosures for the Report of Non-University Activities (RNUA), Sponsor Specific Questionnaire (SSQ) and (UIC only) the Nepotism disclosure and management plan (N-DMP)
- **Manage my unit's disclosures** – Reviewers including executive officers and assistants will have access to the reviewer's dashboard, please see "UEO Reviewer Guide" (Instructions for Reviewers).
- Management tools (only available to COI Office and College/VC/Chancellor administrators)

## Homepage – Returning Users (Start RNUA)

# START myDisclosures

Complete online disclosure reporting

Assume UIN

## Welcome, Jacquelyn Jancius

You may need to complete each of these disclosures at least once a year:

- Report of Non-University Activities
- Sponsor Specific Questionnaire
- Nepotism Disclosure

➔ What forms do I need to complete?

### ! Report of Non-University Activities

Current academic year 2021:

 Resume Disclosure : Saved

### ! Sponsor Specific Questionnaire

 Resume Edits [#36429]

 View disclosure: Approved on February 20, 2017 [#24502]

 View disclosure: Approved on July 1, 2016 [#16665]

 View disclosure: Approved on July 1, 2016 [#16650]

 View disclosure: Approved on June 30, 2016 [#16649]

### ! Nepotism Disclosure

 Start new Nepotism Disclosure outside of START myDisclosures


Figure 1 Left side of the screen (blue box) explains what forms are available to complete with the option to select the drop down question "What forms do I need to complete?". On the right side of the screen, you will access the RNUA and Sponsor Specific Questionnaire for Investigator Significant Financial Interest-Disclosures (SFI). [UIC academic staff will see the Nepotism disclosure form.

- On the left side of the screen (blue box) provide explanation of which disclosures are available. Click on the question "What forms do I need to complete?" for explanation of which disclosures you may need to complete.
- On the right side of the screen, you will access the disclosure questionnaires. Click on the section for the disclosure questionnaire needed:
  - Report of Non-University Activities
  - Sponsor Specific Questionnaire – Investigator disclosures for significant financial interests
  - Nepotism Disclosure [Note: you will download a Word document that will need to be submitted to the UIC COI Office.]

## Retrospective Time Reporting (for academic staff with 50% or more appointment)


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 had an appointment in the last academic year, state law requires that you report the amount of time you actually spent on the approved activities.
- If you previously completed the RNUA and reported 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 during the last academic year.



- You must report the aggregate number of days spent during the last academic year (AY20 = August 16, 2019 to August 15, 2020).
- Enter the number of days in the text box on the right side of the table. The form accepts numeric text only, do not use letters. You may use decimals. Then click on the “Save and Continue” button.
- If your appointment is less than 50%, then you will not see this page.

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

START myDisclosures

Complete online disclosure reporting

Assume UIN

### Guidelines: Report of Non-University Activities



This disclosure satisfies the requirements of the [University of Illinois Policy on Conflict of Commitment and Interest](#), 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.

Additional resources and contact information can be found [here](#).

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 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?](#)
- ➔ [What is Organizational Conflict of Interest?](#)

### Non-University Activities

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

Your non-University activities and financial interests, and those of your immediate family members, include but are not limited to:

- Teaching or Instruction
- Appointments or Affiliations (even if unpaid)
- Research or Extension
- Consulting
- Foreign appointments or affiliations, including talent or recruitment programs
- Financial interests with an entity that does business with the University or Hospital
- Involves University faculty, employees, or students
- Uses of University resources or facilities
- Any other financial interests, commitment, or activities (even if unpaid)

- ☐ 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 and your University RNUA Guidance before answering the questions .
- Answer “Yes” or “No” to each of the questions. Refer to the guidelines, your University RNUA Guidance and RNUA FAQs for assistance. If you have questions, contact your Unit Executive Officer or your University COI Office.
- 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 USER

 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.

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. Please pay attention to dates of the previously reported activities as you may want to use the most recent disclosures for your new disclosures.
- 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 USER



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 first question of the RNUA 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 answer the question “Will you work for this entity outside the US?”
    - You must add the Prospective time you request for the non-University activities. Prospective time is the amount of time you expect to spend on this activity for the academic year (AY21 = August 16, 2020 to August 15, 2021).
    - 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 have deleted all activities, you will have an option to “Go back and update your answers” to the initial RNAU questions. On the initial RNAU questions, you should change your response to the first question to “No” if you have no activities to report in order to proceed to the certification and submission of your RNAU.

## **RNUA: Entity Description**

**START myDisclosures** *Complete online disclosure reporting*  [Assume UIN](#)

 **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 overview of the entity and describe any activities, products or services that may be related to the University. \*

To the best of your knowledge, is this entity based primarily outside the US? \*

☐ No

☐ Yes

Do/Will you work for this entity outside the US? \*

☐ No

☐ Yes

[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 curser 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.

To the best of your knowledge, is this entity based primarily outside the US? \*

☐ No

☒ Yes

Please enter a single, non-US country: \*

Additional comments:

Do/Will you work for this entity outside the US? \*

☐ No

☒ Yes

List all non-US countries where you do/will work. (Enter/select a country one at a time, and click 'add'.)\*

Add

Additional comments:

To the best of your knowledge, is your interaction with this entity part of a foreign talent or recruitment program? \*

☐ No

☐ Yes

Save and Continue

Cancel

- You must answer questions related to the entity and your activities.
  - If the entity is primarily based outside the US. If Yes:
    - Enter name of a single non-US country (as you begin typing the application will provide suggestions).
    - You may add comments as needed.
  - Do/will you work for the entity outside the US?
    - Enter the name of a non-US country. You must enter one country at a time. As you type, options will be available on a drop down menu. You must select an option from the menu.
    - You may list multiple countries as needed.
    - You may add comments as needed.
    - You must answer the question, to the best of your knowledge, is your interaction with the entity part of a foreign talent or recruitment program?
- Select the “Save and Continue” button.



## **RNUA: Level of Financial Interest**

Adding information about a non-University activity

Entity > Interest/Time Details

For: test

### 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 - 24,999
- ☐ \$25,000 or more

Will the entity disclosed conduct business with the University of Illinois in the coming year? \*

- ☐ No
- ☐ Yes or Maybe

### 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

[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
- Questions will expand based on your responses.
- You must answer all questions with an asterisk. If you miss a question with an asterisk, 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.

- 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 time commitment (if your appointment is 50% or more), 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 Your 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.
- 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.

## **RNUA: Time Commitment**

Adding information about a non-University activity

Entity [Interest/Time](#) [Details](#)

For: **test**

### 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 in days. You must report the number of days regardless of time of day or day of the week. 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 in days. You must report the number of days regardless of time of day or day of the week. Enter 0 if no days are requested.)*

Days Requested \*

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

- For the named entity, provide information related to:
  - 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
- You must answer all questions with an asterisk. If you miss a question with an asterisk, the form will prevent you from saving and continuing.
- When all questions have been answered, click the “Save and Continue” button.
- If your appointment is less than 50%, then you will not see this page.

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

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

For: **XYZ Company International**

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

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

☒ I have an appointment or affiliation, even if unpaid.

What percentage appointment \*  %

☐ I teach, coach, and/or provide instruction or extension outreach.

☐ I consult.

☐ I serve as an Expert Witness.

☐ 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)


Provide additional information (address/location): \*

☐ 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 ask you more questions when the activity reaches the University's significance threshold or uses University resources.

- 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**

EntityInterest/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.



For: test

## Add University Person

University Email:

Validate

First and Last Name \*

Department

Describe his/her involvement with the non-University entity. \*

- ☐ Internal (e.g., He/She is involved with the non-University entity through his/her University role/responsibilities and not through outside employment.)
- ☐ External (e.g., His/Her involvement with the non-University entity is not a function of his/her University role/responsibilities.)

His/Her affiliation with University \*

- ☐ Faculty
- ☐ Staff
- ☐ Student

Does he/she have a University reporting line to you? Or do you have any oversight for this person (e.g., student is enrolled in your course)? \*

- ☐ No
- ☐ Yes

Does he/she have a familial relationship with you? \*

- ☐ No
- ☐ Yes

If you have a letter disclosing this outside interest to any of the individuals listed above, you will be able to upload it before you submit your disclosure.

Add New Person

Back

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.
- Add the person’s email address. When the RNUA is approved, this person will receive an automated email notification letting them know you disclosed the activity and how to contact someone if there are any concerns. Notification of your disclosure and management plan to the University faculty, staff or students is a requirement of the University policy.

NOTE: You may proceed without adding the email address, however, you will be responsible for documenting the notification to the named person.

- 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 [Details](#)

For: **Entity Name**

### Use of Other University Resources

Does this entity use other University resources ? \*

☐ No

☒ Yes

Check all that apply:

☐ Equipment

☐ Supplies

☐ Space

☐ Other

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

☒ No

The University Policy states that *University resources may not be used for non-University activities without permission from the University. Use is prohibited unless explicitly approved.* Only agreements that have been approved by the University's Chief Financial Officer are considered to be acceptable. Examples of acceptable agreements include sponsored research agreements executed by the campus Office for Sponsored Research; and contracts executed by the Office for Business and Financial Services. In order to comply with the University Policy, you are advised to follow-up with the campus Conflict of Interest Office to discuss the entity's use of University resources and develop a management plan.

Explain the arrangement for use of University resources:

☐ 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.
- You will also need to identify the agreement, such as a Facilities Use Agreement, that allows the entity to use University resources. If you indicate there is no agreement, then you must provide information in a textbox to explain the arrangements for use of University resources.
- 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 EXIT SCREEN

 **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 have access to upload documents or add comments if you indicate on the RNUA initial question that you have no activities to report. Note: All comments and attachments will route to a folder for review by the Unit Executive Officer (UEO). Your UEO may return your disclosure and request changes.
- 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 2021)
- 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 UEO and will be a **permanent** part of your RNUA record once the review of your disclosure is completed by your UEO.
- 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.
- If you are ready to submit, click the green “Submit My Disclosure” button to submit your RNUA to your UEO.



## **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 RNUA 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 UEO.

## **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.
- Click the green “Submit My Disclosure” button to submit your RNUA to your Unit Executive Officer.

## **RNUA – Review and Certify (Export Control)**

- XYZ Company International

☐ 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. \*

*Your disclosure includes entities that are either based/headquartered or legally registered outside the United States. Your disclosure will be shared with the University's export control officer as part of the COI Office's routine reporting. If you have questions regarding export control, please contact the University export control officer, [uicexport@uic.edu](mailto:uicexport@uic.edu).*

*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 identified an entity that is based outside the US, on the Review and Certify page a message will be included explaining that your disclosure will be shared with the University's export control officer as part of the COI Office's routine reporting. You are encouraged to contact the Export Control Office with any questions.

University of Illinois at Chicago: [uicexport@uic.edu](mailto:uicexport@uic.edu)

## **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 approval, you may contact the UEO or the unit assistant to request that your RNUA 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.