UNIVERSITY OF ILLINOIS
URBANA-CHAMPAIGN • CHICAGO • SPRINGFIELD

START myDisclosures User Guide

I.   Introduction

START myDisclosures is an online application that was developed for University of Illinois academic staff to disclose and seek approval for outside activities, interests, and potential conflicts.

PLEASE NOTE:
1. These directions only apply to completion of the electronic RNUA.
2. Academic staff needing to complete a Sponsor Specific Disclosure will see a link to a PDF form.
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 START myDisclosures application 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.

II. Welcome / Login

- Access START myDisclosures at myresearch.uillinois.edu/myDisclosures/

- Log on using your NetID and Active Directory (AD) password.
    - o You must have a NetID to access the online disclosure application.
    - o If you do NOT have a NetID, but think you need access, please contact your human resources department.
    - o The login screen is the same for both disclosers and reviewers.
    - o 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).
- Your basic identification information will be loaded from Banner, and you will see a welcome screen.

III.   First Time User - Home Screen

- 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 green button located on the center of the screen that says "Determine my requirements."

IV.   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

- ○ Retired/Emeritus (receiving compensation)

- ○ Other

  This status includes:
  - Unpaid appointment, including unpaid retired/professor emeritus (no compensation)
  - Civil Service
  - Student/Medical Resident/Fellow
  - Academic Hourly/Temp/Extra Help
  - **Non-University affiliate**

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 basic questions and click the green "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.

V. Homepage – Returning Users (Start RNUA)

- This page displays information about the types of activities you are expected to disclose based on the information you provided on the "determine my requirements" screening questions.
- Check to see if your status information on the left is correct.
- If not, click the green "Update my information" button on the left side of the screen.
- If your status information is correct, click on the green "Start" button on the right side of the screen to begin the required disclosures (e.g., Report of Non-University Activities).

VI.   Guidelines and Non-University Activities Screening Question

- 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.

VII.   Activities to Report: List Non-University Activities

- 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 "Add Activity."
- If you made a mistake and do not have an activity to report, you must click on "Go back and update your answers" located under the "Add Activity" section.

VIII.   Entity Description

- 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 general activity, products, and/or services of the entity. Use the curser on the lower right hand corner to expand the size of the text box.
- You may provide the URL of the entity. This may help to describe the entity. <u>This information is optional.</u> If you do not have a URL, the application will not prevent you from continuing.
- Select the green "Save and Continue" button.

IX.   Level of Financial Interest & Time Commitment

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

For: Goats Unlimited

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**? *
- ○ 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, 2014 to August 15, 2015)?

(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, 2015 to August 15, 2016)?

(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:
    - o The level of your financial interest
    - o Use of University Resources
    - o Your time commitment with this entity
        - ▪ Retrospective
        - ▪ Prospective
- Questions will expand based on your responses.
- You must answer all questions. If you miss a question, the form will prevent you from saving and continuing.
- When all questions have been answered, click the green "Save and Continue" button.
- Following your responses, the activity will be identified as one that:
    - o Does not meet the significance threshold.
    - o Meets the significance threshold or uses university resources.
- If the activity is identified as one that is significant or uses university resources, you will be asked for additional information about the activity and the application will move to the "detail" on the navigation panel. 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 significant threshold for financial interest or time commitment, 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.
- You may add another activity at this point by clicking "Add Activity" and following the same procedure.

My Non-University Activities

NAME	FINANCIAL INTEREST	RETROSPECTIVE DAYS	PROSPECTIVE DAYS	COMPLETE	ACTION
Perfect Pants, LLC	$0 - $4,999	5	5	Yes	Edit | Delete

➕ New 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

X.   Activity Details

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

For: **Company X**

My/My Family's Role With Entity

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

- You are in the "Details" section (see Navigation Bar on the top right of the section). You are in this section because in the Interest/Time section you indicated that your financial interest meets significance thresholds or time commitment thresholds.
- In the Details section, you must provide information about your role with the entity, relation to your University responsibilities, involvement of other University persons, use of University intellectual property, and use of other University resources. Several of these sections will expand to ask for more information if you respond affirmatively.
- The Details section includes questionnaires for each of the following:
    - o   My/My Family's Role with Entity
    - o   Relation to My University Responsibilities
    - o   Involvement of Other University Persons
    - o   Use of University Intellectual Property
    - o   Use of Other University Resources

A. Activity Details – My/My Family's Role with Entity

Adding information about a non-University activity

Entity   Interest/Time   ❯ Details

For: **Company X**

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 other financial interests, commitments, or activities, including uncompensated activities.

Where do you conduct activities related to this entity?

☐ On campus

☐ **Off campus**

[Save and Continue]   Back   Cancel

- Answer the questions and click the green "Save and Continue" button.
- Several of the questions expand. Provide information as required.
- If you identify 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).

Adding information about a non-University activity

Entity   Interest/Time   ❯ Details

For: **Perfect Pants, LLC**

My/My Family's Responsibilities with the Entity

Family Responsibilities with Perfect Pants, LLC:

Self   ⌄

➕ Add Family Responsibility

[Save and Continue]   Back   Cancel

- Click "Add Family Responsibility." Click this even if you are the only family member involved in the activity.
- Complete the information about yourself or your family member. Answer questions only for yourself or the named individual.
- After you complete the questions, save and continue.
- On the summary page, you will see your name or the family members you entered.

- 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.
- Repeat this section for each family member involved in the entity. You may add as many family members as needed.
- When you are finished adding information for yourself and your family, click "Save and Continue."

B. Activity Details – Relation to My University Responsibilities

- 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, you will be asked additional questions on the next screen.
- Click "Save and Continue."

- Click "Add Related Research."
- You will be asked a series of questions about related research.
- If you need information about your sponsored research projects, please consult the PI Portal: https://myresearch.uillinois.edu/piPortal/
- On the summary page, you will see a list of the related research projects you identified.
- You may click on the down arrows on the right to see a summary for each research project.

- You can click on the down arrows on the right to see a summary of related research.
- Use the icons on the right (blue pencil or red X) to edit or delete.
- Repeat this section for each related research project. You may add as many related research projects as needed.
- When you are finished adding information for the related research project(s), click "Save and Continue."

C. Activity Details – Involvement of Other University Persons

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

For: **Perfect Pants, LLC**

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: **Perfect Pants, LLC**

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 faulty and academic staff members need to obtain prior approval from their Unit Executive Officer.

Other University persons involved with Perfect Pants, LLC:

Peter Pantaloons   ⌄

⊕ 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."

D. Activity Details – Use of University Intellectual Property

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

For: **Perfect Pants, LLC**

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   ⊙ Details

For: **Perfect Pants, LLC**

Describe the University Intellectual Property

List each intellectual property separately

Intellectual property related to Perfect Pants, LLC:

Deluxe Self-shaping Fabric Panels   ⌄

⊕ 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."

E. Activity Details – Use of University Resources

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

For: **Perfect Pants, LLC**

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.

XI.   List 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
TEST	$0 - $4,999	1	1	No	Edit | Delete
Big Business	$0 - $4,999	2	2	Yes	Edit | Delete

➕ 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.

My Non-University Activities

NAME	FINANCIAL INTEREST	RETROSPECTIVE DAYS	PROSPECTIVE DAYS	COMPLETE	ACTION
TEST	$0 - $4,999	1	1	Yes	Edit	Delete
Big Business	$0 - $4,999	2	2	Yes	Edit	Delete

➕ New 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

- 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.

XII.   Add Additional Information

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 that I spend on this company is done at night, on the weekend or on 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.).
- This functionality may be helpful for certain individuals who have documentation related to the disclosed activities such as:
    o Letters of explanation to students, faculty or staff
    o Time records
    o Employment records
    o Company descriptions
    o 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."

XIII.   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

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

- This page reminds you to read the Policy on Conflicts of Commitment and Interest (Policy).
- Check the box after reading the Policy and select "Submit My Disclosure" to complete the process.
- 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.

A. 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. (See Section VI. RNUA Disclosure – Guidelines and Non-University Activities Screening Question.)
- 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.

B. 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:
    o Uses University resources;
    o Involves University faculty, staff, or students;
    o 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.

XIV.   Submission

- 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 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 reviews.