

University of Illinois at Chicago (UIC)  
 Guidance on Making Disclosures on the Report of Non-University Activities (RNUA) for non-University Activities,  
 Affiliations and Appointments  
 September 18, 2020

This list below is not all-inclusive and is meant to serve as guidance.  
[All activities described describe both international and domestic activities.](#)

If you have questions, contact the COI Office at [COI@uic.edu](mailto:COI@uic.edu)  
 COI Director, Jacquelyn Jancius, (312) 996-4070 or [jancius@uic.edu](mailto:jancius@uic.edu)  
 COI Coordinator, Scott MacEwen (312) 996-3642 or [smacewen@uic.edu](mailto:smacewen@uic.edu)

**The Conflict of Commitment and Interest Policy:** <https://research.uic.edu/compliance/coi/policies-regulations/>

**RNUA FAQs:** <https://go.uic.edu/coiRNUAFAQ>

<b>Non-University Activities Academic Staff are required to include on RNUA</b>	<b>Activities that Academic Staff are <u>not</u> required to include on RNUA</b>
<b>Appointments<sup>1</sup> and Affiliations (whether paid or unpaid)</b>	
<ul style="list-style-type: none"> <li>• Universities other than UI System<sup>2</sup></li> <li>• Hospitals other than UI Health</li> <li>• Governments and Government Agencies</li> <li>• Veteran Affairs (VA)</li> <li>• Company or other External Boards including Scientific Advisory Boards</li> <li>• Foundations</li> <li>• Talent or recruitment programs, including those affiliated with governmental bodies or Universities outside the UI System</li> </ul>	<ul style="list-style-type: none"> <li>• UI System Appointments approved by the University of Illinois Board of Trustees</li> <li>• Contracted agreements through the University of Illinois and approved by the University Board of Trustees</li> <li>• Secondary appointments in the UI System</li> </ul>
<b>Recurring Teaching, Instruction or Extension, and Paid Coaching</b>	
<ul style="list-style-type: none"> <li>• Universities other than UI System</li> <li>• Hospitals other than UI Health</li> <li>• Governments</li> <li>• Companies</li> <li>• Organizations and Not-For-Profits</li> <li>• Schools</li> </ul>	<ul style="list-style-type: none"> <li>• UI System Activities</li> <li>• Activities when they occur as part of your UI Appointment or Affiliation</li> <li>• Activities covered by contracts approved by the University of Illinois Board of Trustees</li> </ul>
<b>Elected or Appointed Positions</b>	
<ul style="list-style-type: none"> <li>• Government positions</li> <li>• Private organizations</li> <li>• Board of Directors of organizations not included in UI System appointment or affiliation</li> <li>• Scientific Advisor of organizations outside the UI System appointment or affiliation</li> </ul>	<ul style="list-style-type: none"> <li>• Positions in the UI System</li> <li>• Service on academic or governmental committees or review panels</li> </ul>
<b>Travel</b>	
<ul style="list-style-type: none"> <li>• Travel paid by entities that are not exempt<sup>3</sup></li> </ul>	<ul style="list-style-type: none"> <li>• Travel paid from UI funds</li> <li>• Travel approved through the UI System Ethics Officer<sup>4</sup></li> </ul>

<sup>1</sup> Including voluntary, guest, adjunct, or honorary appointments

<sup>2</sup> UI System includes the University of Illinois at Chicago, University of Illinois at Urbana Champaign, University of Illinois at Springfield and UI Health.

<sup>3</sup> <https://www.vpaa.uillinois.edu/cms/One.aspx?portalId=420456&pageId=984574#examplesnot>

<sup>4</sup> <https://www.ethics.uillinois.edu/cms/one.aspx?portalId=1216&pageId=212007>

Non-University Activities Academic Staff are required to include on RNUA	Activities that Academic Staff are <u>not</u> required to include on RNUA
Income-producing activities (regardless of profitability)	
<ul style="list-style-type: none"> <li>• Consulting</li> <li>• Expert witness</li> <li>• Employment outside of UI System</li> <li>• Company talks and lectures</li> <li>• Honoraria from any entity not exempted<sup>5</sup></li> <li>• Product endorsements</li> <li>• Rental property</li> <li>• Farming or farm property</li> <li>• Investments that relate to University responsibilities</li> </ul>	<ul style="list-style-type: none"> <li>• University retirement accounts</li> <li>• Retirement accounts including IRA, 401K, 403b</li> <li>• College saving accounts including 529</li> <li>• Health savings accounts</li> <li>• Investments that do not relate to University responsibilities</li> <li>• Honoraria approved through the UI System Ethics Officer<sup>6</sup></li> </ul>
Research <sup>7</sup>	
<ul style="list-style-type: none"> <li>• Publications not citing UI System affiliation</li> <li>• Abstracts not citing UI System affiliation</li> <li>• Proposals, Awards, and Agreements not processed through UIC Office of Vice Chancellor for Research (OVCR)</li> <li>• Confidential agreements or non-disclosure agreements not approved by UIC OVCR and not approved by University Board of Trustees</li> <li>• Project design, management, implementation or analysis for organizations outside UI System not approved through OVCR or not approved by University Board of Trustees</li> <li>• Directing or operating a research lab or project outside of the UI System when there is no contract between the outside organization and the University of Illinois approved by the University Board of Trustees</li> <li>• Financial support or any form of in-kind support to conduct research or obtain research data outside of the UI System without a contract that is approved by the University Board of Trustees</li> <li>• Activities citing appointments or affiliations outside the UI System that are not previously disclosed</li> <li>• Reports, including progress reports, not citing UI System affiliation</li> <li>• Research consultancy not processed through UIC OVCR and approved by the University Board of Trustees</li> </ul>	<ul style="list-style-type: none"> <li>• Publications, abstracts, or reports citing UI System affiliation</li> <li>• Proposals, Awards, and Agreements processed through UIC OVCR and approved by University Board of Trustees</li> <li>• Confidentiality agreements or non-disclosure agreements approved by UIC OVCR and approved by University Board of Trustees</li> <li>• Research conducted under a sub-award agreement from the University of Illinois processes through the OVCR and approved by the University Board of Trustees</li> </ul>

<sup>5</sup> <https://www.vpaa.uillinois.edu/cms/One.aspx?portalId=420456&pageId=984574#examplesnot>

<sup>6</sup> <https://www.ethics.uillinois.edu/cms/one.aspx?portalId=1216&pageId=212007>

<sup>7</sup>Including, but not limited to, that are conducted for or at other Universities, hospitals (not UI Health), governments, VA, companies, not-for-profits, organizations, schools

Non-University Activities Academic Staff are required to include on RNUA	Activities that Academic Staff are <u>not</u> required to include on RNUA
Intellectual Property	
<ul style="list-style-type: none"> <li>• Professional interactions<sup>8</sup> with organizations optioning or licensing University technology or intellectual property that is not organized by the University Office of Technology Management (OTM)</li> <li>• Patenting or licensing intellectual property not disclosed to, or managed by, UI System</li> </ul>	<ul style="list-style-type: none"> <li>• Professional interactions with organizations organized by the University Office of Technology Management (OTM)</li> <li>• UI System OTM Disclosures</li> <li>• UI System OTM managed patents and other intellectual property</li> </ul>
Non-University Activities During Sabbatical or Non-Exempt Leave <sup>9</sup>	
<ul style="list-style-type: none"> <li>• Activities supported by non-University funds that are not managed through the University and not approved by the University of Illinois Board of Trustees</li> <li>• Activities that are outside the scope of the approved sabbatical or leave activities</li> </ul>	<ul style="list-style-type: none"> <li>• Activities supported by funds that are managed through the University and approved by the University of Illinois Board of Trustees</li> </ul>
<b>Academic Staff are encouraged to include the following activities on the RNUA</b>	
International service on editorial boards or review boards	
International speaking events	

<sup>8</sup> Interactions, whether compensated or not, include but are not limited to time spent having discussions, planning, marketing, seeking venture capital, developing research projects, analyzing data, making reports.

<sup>9</sup> The COCI Policy ([https://www.vpaa.uillinois.edu/rnua/coci\\_policy/COCI\\_policy\\_2018/](https://www.vpaa.uillinois.edu/rnua/coci_policy/COCI_policy_2018/); §VII.A.xii.) specifies leave eligible for temporary release from Reporting non-University Activities.