

Reporting of Non-University Activities Answers to Commonly Asked Questions

Why is the reporting of non-University activities necessary?

Illinois state law and the University's *Statutes* and *General Rules* require faculty and other academic staff members to report certain categories of activities. Most external activities are compatible with, and often beneficial to, the University duties of academic staff members. The disclosure and approval process and our conflict of interest policy, the *Policy on Conflicts of Commitment and Interest*, are not intended to discourage non-University activities that do not present any conflicts. However, there are some activities that might present conflicts with University duties and those activities must be carefully reviewed and monitored to prevent problems. Our policy and reporting process have been developed to manage conflicts by informing academic staff of the University's policies in these matters, guiding them as they engage in non-University activities, and enabling these activities to be monitored appropriately.

Is the Report of Non-University Activities form the same as the Statement of Economic Interest?

No, this process is different; the Statement of Economic Interest is submitted to Donna S. McNeely, Ethics Officer, University Ethics Office. See <http://www.ethics.uillinois.edu/statements/index.cfm>.

Who must complete the Report of Non-University Activities form?

All faculty, academic professional staff, and postdoctoral research associates with appointments greater than 0%.

Why do part-time academic staff members have to report?

Although the state law requires full-time staff members to make disclosures, the *Policy on Conflicts of Commitment and Interest* also requires part-time staff members to disclose outside activities. Even part-time employees may have outside activities that are in conflict or appear to be in conflict with their University duties.

How often does an academic staff member have to complete a form?

The state law requires forms to be submitted annually. **Forms should be updated in the interim if significant changes in activity occur.** It is the responsibility of the unit head to collect all forms from faculty and academic staff members and to submit updates to the college office, which will forward them to the Office of the Vice Chancellor for Research if necessary. **Whether or not an updated form is filed, advance written approval of all external income-producing activities is required.**

Who signs and approves the individual forms?

The executive officer of the unit in which faculty and academic staff members hold their primary appointments is responsible for evaluating all potential conflict situations reported (or otherwise known) before acting to approve or disapprove the activities.

In cases of joint appointments greater than 0%, the unit executive officer of the secondary unit should also review and sign the form.

Who signs and approves the unit head's form?

The academic officer next in the administrative reporting line signs the unit head's form.

Which forms should be forwarded to the college office?

- Original forms for individuals who you determine to have a conflict or potential conflict of interest or commitment;
- Original forms for individuals who report more than 40 days for 9 month appointments and 52 days for calendar year appointment of non-University activities;
- Original forms for individuals who report involvement of other University faculty, staff or students in outside activities;
- The unit head's own report form; and
- The unit checklist.

In turn, the college office will forward to the Office of the Vice Chancellor for Research all forms received from the unit heads, along with the unit checklists.

How long forms should be kept in the department offices?

Copies of all forms should be retained in the department office for 5 years, or as long as the staff member is at the University, whichever is longer. Retention time for forms of those academic staff with federal grants is three years from submission of the final expenditure report and in some cases longer.

Do I need to have approval for outside activities?

Yes, academic staff members must obtain prior written approval from their unit executive officer to engage in non-University income-generating activities and all other external activities that may conflict with their University responsibilities.

Does the amount of money received for a non-University activity need to be reported?

No. Information about payment is not required on the form itself; unit heads may require such information separately if needed to assess the potential, actual, or apparent conflicts presented by an outside activity.

How should time spent on non-University activities be calculated?

All time should be reported in terms of the number of days devoted to it. Eight hours of activity equals one day.

When reporting time spent on non-University activities, do I have to include travel time?

Yes.

Does the ownership of rental property need to be reported?

Yes, time spent on this activity should be reported. Ownership of income property must also be considered when assessing potential conflicts of interest and/or conflicts of commitment in the screening questions in part I of the form.

Must non-University activities performed during evenings and weekends be reported?

Yes. All non-University activities should be reported.

I have a nine-month appointment. Do I have to report my summer activities?

Although staff members are not legally obligated to the University during the summer, the potential exists for conflicts between non-University activities and their University appointments. As a result, summer activities should be considered when responding to the screening questions at the top of the form.

Do new staff members have to report their activities performed before their University of Illinois employment?

No, they need only report their activities prospectively.

Does time spent working for other University units on a contractual basis need to be reported?

No. Payments received through the University are not within the scope of the reporting process, which covers only *non-University* activities.

Do staff members who are out of the country, on a leave of absence, on sabbatical, or on sick leave need to complete a reporting form?

Not while away. Please note their absence and anticipated return date on the checklist. The department is responsible for seeing that these staff complete and submit a form upon return. If the absent employee applies for a federal grant or contract while on leave or out of the country, a reporting form must be filed before the proposal is sent to the funding agency.

How do I obtain additional copies of the Report of Non-University Activities form?

A fillable pdf form is available at http://www.research.uiuc.edu/coi/COI_Form_0910.pdf. You may also make photocopies of a blank form.

If you have additional questions, please call Melanie Loots at 333-0034.