

Report of Non-University Activities
Instructions for Completing Page Two of the Reporting Form
Administrative Review and Approval

Unit Head Responsibilities

- Unit heads are responsible for:
 - 1) obtaining completed report forms from the faculty and academic staff in their units each year,
 - 2) personally reviewing the form and attachments, and completing page two of each form,
 - 3) keeping copies of the reporting forms on file,
 - 4) submitting the departmental checklist, keeping a copy, and
 - 5) forwarding any forms requiring additional review and/or approval.
- The Unit Head is also responsible for pursuing to satisfactory resolution any questions of possible conflicts of interest or commitment with the affected staff members, and (if appropriate) with their Dean.
- There are at least four general categories of problems that can arise from non-University activities to which the unit heads should be sensitive as reported activities are reviewed:
 - 1) whether educational programs/progress (or other interests) of students or other staff might be detrimentally affected by involvement in the reported outside activities of a staff member;
 - 2) whether university research programs and agendas might be inappropriately influenced by the outside interests or involvements;
 - 3) whether the dissemination of knowledge might be unduly constrained; or
 - 4) whether public resources might be used for private gain.
- IF *NO* ACTIVITY IS REPORTED on the front of the form and no known conflict of interest or commitment exists, check the appropriate line, sign and retain in department files.

Conflict-of-Interest/Commitment Review

- IF ACTIVITY IS REPORTED, please mark the appropriate line.
- If you mark (b) or (c), indicating that a conflict of interest or commitment may exist, the activity in question should be discussed with the staff member and the staff member should be given an explanation of your decision. Also, attach a statement describing the conflict; this statement should indicate why you do or do not deem it to be significant. Then, forward the report form and your statement to the next administrative level for review.
- If question 3 on the front of the form is answered affirmatively, please read the statement and mark whether you agree or disagree with it. If you disagree, attach an explanation and forward to the Dean.

Approval of Activities

- Please mark the appropriate line for *both* prospective activities and retrospective activities.
- Before indicating non-approval, the activity in question should be discussed with the staff member. In cases of non-approval, the staff member should be informed of the reasons. Identify any activities that are not approved and indicate the reasons in an attached statement, to be forwarded with the report. Where differences of opinion exist, the unit head may request a decision on the specific issue from the next administrative level (e.g., Department Head to Dean; Dean to Vice Chancellor).

Unit Head Signature

- Sign and date. (Your own form should be forwarded to the next administrative level for review and signature. Do not sign page two of your own form.)

Forwarding of Forms by Unit Head

- Forward to your college office (or next administrative level) for review and approval those forms for faculty and academic staff members who:
 - 1) you determine to have a conflict or potential conflict of interest or commitment,
 - 2) report more than 40 days for 9 month appointments and 52 days for calendar year appointment of non-University activities,
 - 3) report involvement of other University faculty, staff or students in outside activities, or
 - 4) disclose involvement in start-up company activities.

Written explanations regarding the above situations should be attached.

- 5) Your own form is to be forwarded to the next administrative level for review and approval.
 - 6) The unit checklist also should be forwarded to the dean.
- In order to promote conflict management for faculty and staff involved in start-up company activities, please forward the Reports of Non-University Activities for further approval whenever such activities are disclosed.

Dean's Signature and Forwarding of Forms

- Sign if approval is required.
- Forward to the Office of the Vice Chancellor for Research all forms that the college received from unit heads, along with the unit checklist.

Deans' Forms

- Deans' forms should be forwarded to the Provost for approval.
- Following Provost approval, these forms should be forwarded to the Office of the Vice Chancellor for Research.
- Deans' forms requiring a second level of review should be forwarded to the Vice President for Academic Affairs, then returned to the Vice Chancellor for Research, with a copy to the Provost.

Additional Reviews – Joint Appointments

In some cases (e.g., if the staff member has a joint appointment of greater than 0% in another department, as noted on the checklist), additional unit head approvals will be required. In such cases, reports and any attachments should be sent to the other unit head for review, signature and comment, before filing and forwarding. Lists of your staff members with appointments in other departments, or whose primary appointment is in another department, may be found along with your unit checklist at <http://www.research.uiuc.edu/coi/form.asp>.

Questions?

If you have questions please contact Melanie Loots, Associate Vice Chancellor for Research (333-0034 or mloots@illinois.edu) or consult the frequently asked questions available at http://www.research.uiuc.edu/coi/COI_FAQs_0910.pdf.