Date

Inside address

Dear [Employee],

I have reviewed your disclosure of income-producing outside activities in the START myDisclosures system.  Your agreement with the RNUA Terms and Conditions (available at <http://research.uillinois.edu/rnua/terms-conditions>), as indicated in your disclosure, is sufficient to manage the apparent conflict of interest associated with these activities.

[OPTIONAL COMMITTEE LANGUAGE – I have appointed a Management Oversight Committee (MOC) for your outside activities, and will consult with the Committee if I determine that your activities require additional review and/or management.  The members of the MOC are (list members).  OR I will consult with our departmental conflict of interest committee if I determine that your activities require additional review and/or management.]

Please remember to update your disclosure if there is a change in your income-producing outside activities or your time commitment to them.

Sincerely yours,

UEO signature

Attachment:  Employee Disclosure

CC’s to OTM, OSP, Post-Award, Purchasing, Department Business Manager, OVCR, and IRB if there is potential human subjects involvement in research