

UNIVERSITY OF ILLINOIS
AT URBANA-CHAMPAIGN

Office of the Chancellor
Swanlund Administration Building
601 East John Street
Champaign, IL 61820



September 18, 2017

Dear Colleagues:

Each year on our campus, all faculty, academic staff members, and postdoctoral research associates must disclose and request prior approval for their non-University activities as required by Illinois state law, federal regulations, and University policy. I ask you to review the University's *Policy on Conflicts of Commitment and Interest*. The Policy is intended to provide a framework for judging the advisability of any non-University activities you may have.

Please use the online application, START myDisclosures, for your Report of Non-University Activities (RNUA). To access the online application, visit <https://myresearch.uillinois.edu/myDisclosures/>. You will need your University NetID and Active Directory password.

Faculty and other academic employees should use START myDisclosures to make a complete disclosure of their non-University, income-producing activities and financial interests by October 9, 2017. Unit executive officers will then review the disclosures.

It is our expectation that your primary commitment is to your career as an Illinois faculty or professional staff member. At the same time, external activities, including those that are income producing, may be compatible with and beneficial to your University role. This disclosure process has been developed to help ensure that your external activities are compatible with your University obligations. Complete disclosure is essential in order to enable your unit executive officer to work with you to determine whether and how external activities can be managed in the context of your responsibilities to the institution.

External activities that constitute potential or actual conflicts of commitment or interest, such as start-up companies and consulting activities, must be disclosed and pre-approved, even when the conflicts are expected to be manageable. Examples of activities exempt from disclosure and activities that must be disclosed may be found in Section III E and III F of the Policy.

Please remember that you are responsible throughout the year for obtaining prior approval for outside activities from your unit executive officer. Your online form should be updated and routed for approvals if significant changes in activity occur throughout the year.

If you have any questions about our policy, the disclosure and approval process, or the compatibility of your external activities under University rules and regulations, please contact the Conflict of Interest Office at 333-0034, coi@uillinois.edu. Campus resources and answers to frequently asked questions, on this subject are available.

Thank you very much for your cooperation.

Sincerely,

A handwritten signature in black ink, appearing to read "Robert J. Jones".

Robert J. Jones
Chancellor