

UNIVERSITY OF ILLINOIS
AT URBANA-CHAMPAIGN

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



September 11, 2009

Dear Colleagues:

It is time again for all faculty, academic staff members, and postdoctoral research associates to disclose and request prior approval for non-University activities as required by Illinois state law, federal regulations, and University policy. I ask you to review the University *Policy on Conflicts of Commitment and Interest*, which is available online at <http://www.research.illinois.edu/coi/index.asp>. This document is intended to provide a framework for judging the propriety and advisability of non-University activities.

This year we will again provide an online form for this process. A pdf form can be found at http://www.research.illinois.edu/coi/COI_Form_0910.pdf. Instructions for completing the form, along with additional information, including college conflict of interest contacts, are available at <http://www.research.illinois.edu/coi/form.asp>. **Please complete the form, making a complete disclosure of your non-University activities, print both pages, attach any required explanations, then sign and return it to your home department head with any attachments by October 2.**

It is our expectation that your primary commitment is to your career as an Illinois faculty or professional staff member. Many external activities, including those that are income-producing, may be compatible with and beneficial to your University role. The disclosure process has been developed to help you 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.

Certain categories of external activities fall within the usual and customary duties of faculty members and academic staff on our campus and do not have to be reported. However, 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 are listed in the instructions for completing the reporting form available at <http://www.research.illinois.edu/coi/form.asp> and can also be found in Sections III E and III F of the *Policy*.

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

If you have any questions about our policy, the disclosure and approval form, or the compatibility of your external activities with the applicable rules and regulations, please call Melanie Loots, Associate Vice Chancellor for Research at 333-0034 or email mloots@illinois.edu. Many frequently asked questions on this subject are answered at http://www.research.illinois.edu/coi/COI_FAQs_0910.pdf.

Thank you very much for your cooperation.

Very truly yours,

A handwritten signature in cursive script that reads "Richard Herman".

Richard Herman
Chancellor