

# STARTmyDisclosures

## User Guide for Reviewers and Assistants

This guide provides step-by-step instructions for using STARTmyDisclosures to review Report of Non-University Activity disclosures submitted to you as a departmental RNUA facilitator, a Unit Executive Officer, or a second level reviewer.

## Contents

Roles.....	2
Accessing STARTmyDisclosures .....	3
Reviewer’s Dashboard .....	4
Reviewing Unit Disclosures – Organizing Workflow .....	5
Review Unit Disclosures – Pending Disclosures -- Employee Listing .....	6
Recusal .....	8
Review Unit Disclosures -- Ready for Review .....	9
Reviewing Unit Disclosures – Individual Disclosure.....	10
Reviewing Unit Disclosures – Completed Review.....	16
Reviewing Disclosures – Second Level of Review .....	17

## Roles

[STARTmyDisclosures](#) serves the needs of users who have different roles in the RNUA process.

### Disclosers/Covered Individuals

Disclosers (i.e. “Covered Individuals”) include all academic staff required to complete the RNUA. Disclosers are able to submit, edit, view, delete, print, and save PDF versions of their own disclosures. Lists of disclosers in each department are generated through a Banner query.

### Assistants

Assistants are named by the Unit Executive Officer (UEO) and can help streamline the review process for the UEO. Each unit can have more than one assistant, and one assistant can fill that role for more than one unit. If a unit needs to change the named assistant(s), please contact your campus COI office.

Assistants are able to view all disclosures within the unit(s) to which they are assigned. They also have the ability to assign a recommended status to each activity within a disclosure, e.g. activity should be approved or forwarded for further review and make comments on disclosures.

Assistants are also able to return the disclosure for revisions in an effort to get more or clarifying information from the discloser.

### Reviewer/Approver – Unit Executive Officer (UEO)

UEOs are responsible for managing any potential or actual conflicts of commitment or interest, and their review of each disclosure is required. UEOs can, with or without the assistance of an Assistant, view, assign a status to each activity within a disclosure, comment, attach explanations of management mechanisms, and complete the first level of review.

### Reviewer/Approver – Second Level of Review

A second level of review is necessary when the UEO assigns a status of “forward for further review.” Reviewers at the second level, e.g. deans, have the ability to view, confirm a UEO’s assigned status for a disclosure, return a disclosure to the UEO for further review, comment, and complete the second level of review.

Reviewers at the second level are also able to view all disclosures in the unit(s) they oversee. For example, the dean of a college can view all the disclosures within the college.

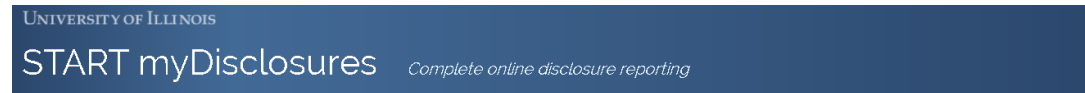
An assistant may assist a reviewer at the second level.

### View/Read Only

The View/Read Only status can be assigned as needed by a UEO or Reviewer at the Second Level. View/Read Only status allows users to view disclosures within the unit(s) to which they have been assigned. View/Read Only users **cannot** set a status for an activity, return disclosures to disclosers, or approve disclosures.

## Accessing STARTmyDisclosures

STARTmyDisclosures is available at [START myDisclosures](https://mydisclosures.uillinois.edu/) (<https://mydisclosures.uillinois.edu/>).



### Welcome to online disclosure reporting.

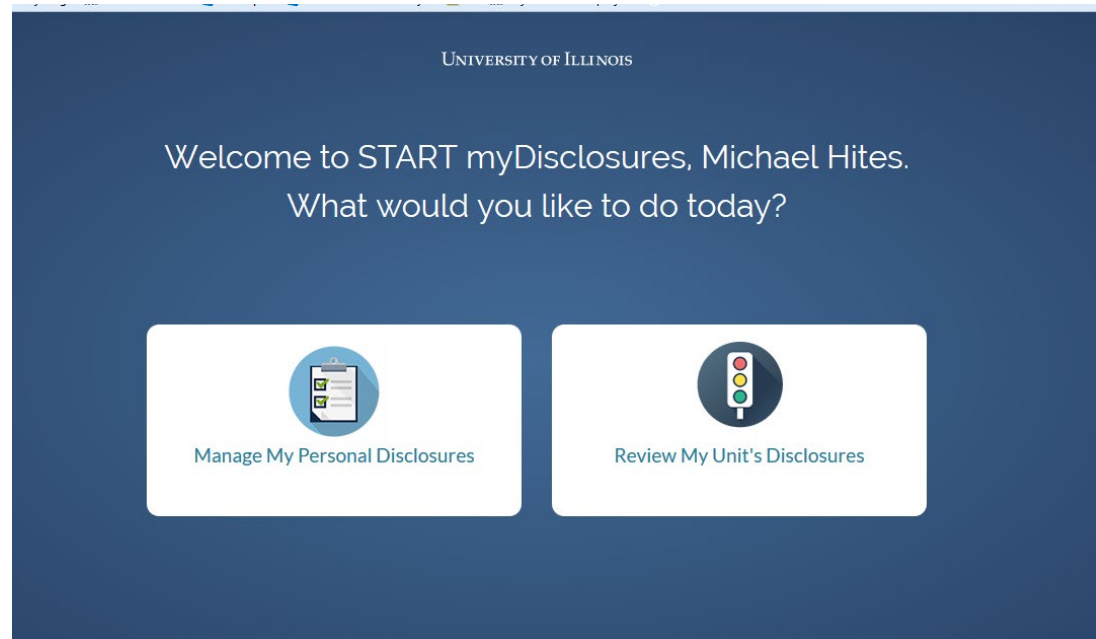
Easily meet your University of Illinois reporting requirements by answering a series of questions about your activities and outside interests.

Login

Questions?  
Contact your disclosure facilitator or campus office for help.

DEFAULT CONTACT  
✉ Email address  
☎ phone number

- Log on using your NetID and Active Directory (AD) password.
  - Login screen is the same for both disclosers and reviewers.
- Reviewers and Assistants have the option to enter the system as a discloser or as a reviewer. To review, choose the “Review My Unit’s Disclosures” option.



## Reviewer's Dashboard

START myDisclosures **Reviewer Mode**



### Reviewer Dashboard

#### RNUA

Include units where I have read-only access

RNUA year 2024

UNIT	UNIT ID	AWAITING REVIEW	PENDING <span>1</span>	ROLE
<a href="#">Dept 434</a>	1-B1-KP-KP0-434-*	68	4	approver
<a href="#">Computer Science</a>	1-B1-KP-KP0-434-434000	67	3	approver
<a href="#">ICR-Dept</a>	1-B1-KP-KP0-434-434030	1	0	approver
<a href="#">Rsrch Ext Fund-Govt</a>	1-B1-KP-KP0-434-434040	0	1	approver

Once in the system as a reviewer or facilitator in Reviewer Mode, you will see a list of all units to which you have access.

Display Order of Units	
1. All units for which you are a <b>reviewer/ approver</b>	Listed in order by six digit org code
2. All units for which you are an <b>assistant</b>	Listed in order by six digit org code
3. All units for which you have <b>view/read only access</b>	Listed in order by six digit org code

Note: Your role is displayed in the right "Role" column (e.g. approver).

This dashboard also displays the number of disclosures that are ready for your review ("Awaiting Review").

To review disclosures from a unit, click on the name of the unit. You can view an entire department's disclosures by clicking the "Dept XXX" link with the three-digit code.

# Reviewing Unit Disclosures – Organizing Workflow

UNIVERSITY OF ILLINOIS SYSTEM

Jesse Funk ▾

Log out

START myDisclosures **Reviewer Mode**



Back to the Reviewer Dashboard

2024 RNUA Disclosures

Intercollegiate Athletics, Role: **Reviewer**

(1-A1-NU-NU0-336-336000)

PENDING		READY FOR REVIEW		TOTAL
<b>55</b> disclosures not yet submitted*	<b>0</b> disclosures awaiting response	<b>0</b> disclosures with only comments/attachments	<b>1</b> disclosures with non-University activities	<b>256</b> Records

\* Note: The Disclosures Not Yet Submitted folder may require some action on the reviewer's part, for example, setting an exemption status for a required discloser.

Once you select a unit to review, you will see the name and org code of the unit along with “buckets” of disclosures separated by their status.

## Pending

The two left buckets, under the heading “Pending,” list all employees who have either not completed their disclosures or who have submitted a disclosure that has been returned for revisions.

By clicking in the “disclosures not submitted yet” bucket, you can manage your list of employees.

# Review Unit Disclosures – Pending Disclosures -- Employee Listing

UNIVERSITY OF ILLINOIS SYSTEM

Jesse Funk

Log out

## START myDisclosures Reviewer Mode



Back to the Reviewer Dashboard

2024 RNUA

[Intercollegiate Athletics](#)

### Disclosures not yet submitted

NAME	PAST DISCLOSURES	
Adams, Victoria (665801806)		Create exemption
Anderson, Timothy (655692084)		Create exemption
Anthony, Andrew (662071604)		Create exemption
Antigua, Orlando (673460925)		Create exemption
Beasley, DeAntoine (651137317)		Create exemption
Bell, Byron (679513105)		Create exemption

#### UNIT STATUS (256)

Comments/Attachments Only (0)

With Outside Activities (1)

Not Submitted (55)

Awaiting Response (0)

**TOTAL (256)**

From this screen you are able to manage the employees' disclosures.

1. By clicking on an employee name, you will review his or her disclosure OR
2. By clicking on the icon in the "Past Disclosures" column, you can view past disclosures OR
3. By clicking on the "Create Exemption" icon, you are able to set an **exemption status** for the employee.



Disclosures not submitted yet

### Create an exemption from filing a disclosure

Kyle Adams

Reason for exemption: \*

FMLA

Create Exemption Cancel

×

## Create Exemption

for **Discloser** 2024 RNUA

Reason for exemption\*

Left University

Left University

Medical Leave or Other Approved Leave of Absence

Deceased

Civil Service or Other University Position not Required to Complete RNUA

Create Exemption Cancel

An **Exemption status** should be set when an employee is unable to complete the RNUA. Reasons for exemption may include the reasons listed in the above screenshot.

Once an exemption status for an employee is set, the disclosure for that employee is considered to be “complete.”

## Recusal

If, as a UEO, you need to recuse yourself from the review of an employee's disclosure because you have a familial or business relationship, please contact your campus COI office as soon as possible.



# Review Unit Disclosures -- Ready for Review

UNIVERSITY OF ILLINOIS SYSTEM

Jesse Funk ▾

Log out

START myDisclosures **Reviewer Mode**



Back to the Reviewer Dashboard

2024 RNUA Disclosures

Intercollegiate Athletics, Role: **Reviewer**

(1-A1-NU-NU0-336-336000)

PENDING		READY FOR REVIEW		TOTAL
<b>55</b> disclosures not yet submitted*	<b>0</b> disclosures awaiting response	<b>0</b> disclosures with only comments/attachments	<b>1</b> disclosures with non-University activities	<b>256</b> Records

\* Note: The Disclosures Not Yet Submitted folder may require some action on the reviewer's part, for example, setting an exemption status for a required discloser.

The two middle buckets under the "Ready for Review" heading contain disclosures that are ready for review either by the facilitator to set recommended status, or by the UEO to complete the review.

1. Disclosures with no non-University activities reported

Disclosures with **no** non-University Activities are auto-approved by START myDisclosures and will be in the "Total" column. UEOs, assistants, and those with read-only access are still able to view the auto-approved RNUAs at any time.

2. Disclosures with non-University Activities Reported

Disclosures with non-University Activities Reported must be reviewed individually and will be in the "Ready for Review" column.

3. Disclosures with only comments/attachments

These disclosures do not report any non-university activities, but do have comments or attachments on the form.

## Reviewing Unit Disclosures – Individual Disclosure


To review an individual disclosure within the “disclosures with non-University Activities” bucket, click on that bucket.

You will see a list of employees who have disclosures with activities reported. A summary of the number of activities and the aggregate numbers of days requested and days spent is displayed for each employee.

2024 RNUA

[Intercollegiate Athletics, assistant](#)

### Disclosures with non-University activities listed

NAME	ACTIV.	DAYS REQ.	ACTIVITY REQ. MGMT?	SUBMITTED	COMPLETED STOPS	FUTURE STOPS
 <b>Discloser</b>	1	0	No	03/07/2024	N/A	N/A

 = staged for review

### UNIT STATUS (256)

Comments/Attachments Only (0)
With Outside Activities (1)
Not Submitted (55)
Awaiting Response (0)
<b>TOTAL (256)</b>

Click on an employee name to view his or her disclosure.

Year 2024: [Disclosures with activities](#)

Discloser Name

Discloser Email

POSTDOC RES ASSOC, Post Dr Intern Ben Elig, 100.0% Appointment, 1-434000

[View Past Disclosures](#)

#### RETURNING ENTIRE DISCLOSURE

- Use this return function to ask general questions. For example, "Did you forget to add Activity XYZ"?  
If you have questions about one of the activities below, use the Return for Revisions icon next to that activity.

Company A

PRIVATELY-HELD OR START-UP COMPANY

**\$5,000 - \$24,999** interest      10 days reported      **Does not use** University resources  
**None** owner equity              8 days requested

Show Details

Company B

PRIVATELY-HELD OR START-UP COMPANY

**>\$0 - \$4,999** interest              2 days reported      **Does not use** University resources  
**None** owner equity                      0 days requested

Show Details

#### COMMENTS:

There are no comments for this disclosure.

#### ATTACHMENTS:

No attachments for this disclosure.

[+ Add an attachment](#)

#### STATUS DEFINITIONS

- ✓ **Approve:** Disclosure routing stops at this level. Use this to indicate that the non-University activity is not a conflict OR does not require reporting.
- ↑ **Forward for further review:** Disclosure will be sent to the UEO of the next administrative level, e.g. the director of the school or dean of the college. The non-University activity likely presents an actual or potential conflict and requires management. Go to the bottom of the page to add an attachment, such as a conflict management plan.
- ↩ **Return for revisions:** Disclosure will be returned to the submitter for revisions or additional information, but only activities with this status will be editable. Provide an explanation for why the disclosure is being returned or what additional information you're requesting.
- ⊘ **Deny activity:** The activity is not approved. Denying an activity is only available to the home unit. If you are not the home unit UEO, please return to home unit and request them to deny. The submitter will be notified once the disclosure is finalized.

Review and set a status for each non-University activity before continuing.

Continue

You will see the employee name, title, and appointment.

Below his or her identifying information, you will see a summary of the activities he or she disclosed.

The summary describes the financial interest, displays the number of days reported for the previous academic year and requested for the upcoming academic year, and displays whether University resources (space, equipment, intellectual property, staff, or students) are used.

By clicking "Show Details" you will see the data submitted by the discloser for each activity.

**Company A**  
PRIVATELY-HELD OR START-UP COMPANY

**\$5,000 - \$24,999** interest  
**None** owner equity

**10** days reported  
**8** days requested

**Does not use** University resources

Hide Details

**ENTITY SUMMARY:**

**OVERVIEW**

Summary of entity

Type: Privately-held or start-up company  
Equity Ownership Interest: None

Conducts business with the University of Illinois: No

**INTERNATIONAL ACTIVITY - FOREIGN INFLUENCE REVIEW**

Entity is based in the US.

I do not and will not work for this entity outside the US.

**COMMITMENT & INTEREST**

Total Financial Interest	\$5,000 - \$24,999
University Resources	No
Retrospective Time	10 days
Prospective Time	8 days

---

**MY OR MY FAMILY MEMBER'S ROLE**


- **Consulting:**  
Does not provide consulting services to an entity that does business with the University
- **Conducts activities:**  
Off-campus

Address of off-campus activities

After reviewing the information submitted by the discloser, the facilitator and UEO must select one of three options for each reported activity.

1. Approve the activity

Approval of the activity is appropriate when the activity does not present a potential or actual conflict or if the activity does not require reporting. Examples of activities that generally do not require reporting can be found in the [COCI Policy](#).

2.  Forward for further review

Forwarding the activity for review is required when the activity presents a potential or actual conflict with the employee's responsibilities to the University.

When this status is selected, a statement of explanation detailing the conflict and proposed management mechanisms is **required**. For assistance with this statement, please contact your campus COI office.

Selection and confirmation of this status by the UEO will automatically route the disclosure to the second level of review.

3.  Return for revisions

A disclosure can be returned for revisions when either the department needs more information to evaluate the activity or if the UEO disapproves the activity.

When this status is selected, a statement detailing what information is requested is **required**.

Returning a disclosure for revisions returns the disclosure to the "Pending" buckets. Once the employee makes the required revisions, the disclosure will appear in the "Ready for Review" buckets.

4.  Deny Activity

If a UEO needs to deny an activity, the "Deny Activity" option can be used.

Denying an activity is only available to the home unit. If you are not the home unit UEO, please return to home unit and request them to deny. The submitter will be notified once the disclosure is finalized.



## Disclosures with non-University Activities:

**Sean Ireland**

ENTERPRISE SYST SPEC, Acad/Pro 12mth Ben Elig, 100% Appointment

<b>First activity</b> PUBLICLY-TRADED	<i>Potential Conflict</i> ↑
+ Add a comment	
<b>\$5,000 or more</b> interest	7 days reported 7 days requested
<b>Uses</b> University resources	
Show details	
<b>Second activity</b> PUBLICLY-TRADED	<i>Approve</i> ✓
+ Add a comment	
<b>\$0 - \$4,999</b> interest	5 days reported 5 days requested
<b>Does not use</b> University resources	
Show details	

Based on the statuses you have set you may perform the following action(s):

Route For Further Review

Statuses not correct? [Go back to change them.](#)

## ATTACHMENTS:

No attachments for this disclosure.

## COMMENTS:

The assistant can set a recommended status for each activity before the UEO completes his or her review, and assistants can also return a disclosure for revisions.

Once the UEO reviews the disclosures, he or she will either confirm the recommended status by clicking the green "Confirm" button or change the status for each activity.

Disclosures with non-University Activities:

## Scott Harden

ASST DIR, Acad/Pro 12mth Ben Elig, 100% Appointment

**First Activity** Approved ✓

PUBLICLY-TRADED

[+ Add a comment](#)

<b>\$0 - \$4,999</b> interest	<b>3</b> days reported <b>2</b> days requested	<b>Uses</b> University resources
-------------------------------	---	----------------------------------

[Show details](#)

**Second Activity** Approved ✓

PUBLICLY-TRADED

[+ Add a comment](#)

<b>\$0 - \$4,999</b> interest	<b>7</b> days reported <b>5</b> days requested	<b>Does not use</b> University resources
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[Show details](#)

Based on the statuses you have set you may perform the following action(s):

[Confirm](#)

Statuses not correct? [Go back to change them.](#)

**ATTACHMENTS:**

No attachments for this disclosure.

**COMMENTS:**

 COMMENTED ON 7/20/15 1:48 PM IN REFERENCE TO FIRST ACTIVITY

Use of University resources requires additional review.

Assistants and UEOs are able to make comments on the disclosure. The name of the UEO or assistant who made comments will be visible to the discloser.


## Reviewing Unit Disclosures – Completed Review

Once the UEO has confirmed the status for each activity in a disclosure, the disclosure will move to the “Completed” bucket. Any disclosures within the “Completed” bucket that require a second level of review will be automatically routed to the second level.

If the UEO completes a review but needs to make changes to the disclosure, please contact your campus COI office as soon as possible.

UNIVERSITY OF ILLINOIS 669726256 | ?669726256? **Michael Hites** ▾ LOGOUT

START myDisclosures **Reviewer Mode** EXIT USER

 Reviewer Dashboard

**AITS Admin**  
(9-E1-AE-AE0-699-699001)

PENDING		READY FOR REVIEW		COMPLETED
<b>201</b> disclosures not submitted yet	<b>1</b> awaiting response from submitter	<b>1</b> disclosures with <b>no</b> non-University activities reported	<b>3</b> disclosures with non-University activities	<b>3</b> COMPLETED



## Reviewing Disclosures – Second Level of Review


Activities that may present a conflict of commitment or interest with an employee’s University responsibilities must receive a second level of review. These activities are identified by the UEO through selecting the “forward for further review” status.

Disclosures forwarded for a second level of review will automatically appear in the reviewer at the second level’s workflow within the unit from which they were forwarded.


When a disclosure is forwarded for a second level of review, begin the review by clicking the employee’s name. The disclosure will appear with a status of needs further review and an explanation from the UEO will appear below.

UNIVERSITY OF ILLINOIS 654506551 | null [Andreas Cangelaris](#) LOGOUT

START myDisclosures **Reviewer Mode** EXIT USER

 Reviewer Dashboard > Electrical & Computer Eng

**Paul Carney**  
PROF, Acad 9/12mth Ben Elig, 100% Appointment

**First Activity** *Needs Further Review* 


FREELANCE/NOT REGISTERED AS A BUSINESS

<b>\$0 - \$4,999</b> interest	5 days reported 5 days requested	<b>Does not use</b> University resources
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[View details](#)

ATTACHMENTS:  
No attachments for this disclosure.

COMMENTS:

 WILLIAM SANDERS COMMENTED ON 7/28/15 2:19 PM IN REFERENCE TO FIRST ACTIVITY

We are managing the conflict created by this activity through monitoring by committee.

As a second level of review, or an assistant for a reviewer at the second level, you must take one of two options for each activity that is forwarded for your review.

Discloser Name

SR ASSOC AD, REV OPS, Acad/Pro 12mth Ben Elig, 100.0% Appointment, 1-336000

[View Past Disclosures](#)

#### RETURNING ENTIRE DISCLOSURE

- Use this return function to ask general questions. For example, "Did you forget to add Activity XYZ"?  
If you have questions about one of the activities below, use the Return for Revisions icon next to that activity.

Entity			<input checked="" type="checkbox"/>	↑	↶	⊘
PRIVATELY-HELD OR START-UP COMPANY						
\$25,000 or more interest	0 days reported	Does not use University resources				
5% or more owner equity	0 days requested					
<a href="#">Show Details</a>						

#### COMMENTS:

“

Comments from discloser appear here

#### ATTACHMENTS:

No attachments for this disclosure.

[+ Add an attachment](#)

#### STATUS DEFINITIONS

- Approve:** Disclosure routing stops at this level. Use this to indicate that the non-University activity is not a conflict OR does not require reporting.
- Forward for further review:** Disclosure will be sent to the UEO of the next administrative level, e.g. the director of the school or dean of the college. The non-University activity likely presents an actual or potential conflict and requires management. Go to the bottom of the page to add an attachment, such as a conflict management plan.
- Return for revisions:** Disclosure will be returned to the submitter for revisions or additional information, but only activities with this status will be editable. Provide an explanation for why the disclosure is being returned or what additional information you're requesting.
- Deny activity:** The activity is not approved. Denying an activity is only available to the home unit. If you are not the home unit UEO, please return to home unit and request them to deny. The submitter will be notified once the disclosure is finalized.

Review and set a status for each non-University activity before continuing.

[Continue](#)

1. Approve the management mechanisms or
2. Return to the UEO for revisions.

If you confirm that status selected by the UEO, the review of the disclosure is complete.

If you return the disclosure to the UEO for revisions, an explanation for why revisions are necessary is required.



Disclosures with non-University Activities:

**Scott Harden**

ASST DIR, Acad/Pro 12mth Ben Elig, 100% Appointment

<b>First Activity</b>	<i>Requires Revision</i>	
PUBLICLY-TRADED		
Please explain why the non-University activity needs revisions: *		
<input type="text" value="Reason for return is required here"/>		
<b>\$0 - \$4,999</b> interest	3 days reported 2 days requested	<b>Uses</b> University resources
<a href="#">Show details</a>		
<b>Second Activity</b>	<i>Approved</i>	
PUBLICLY-TRADED		
Add a comment		
<b>\$0 - \$4,999</b> interest	7 days reported 5 days requested	<b>Does not use</b> University resources
<a href="#">Show details</a>		

Based on the statuses you have set you may perform the following action(s):

[Return For Revisions](#)

Statuses not correct? [Go back to change them.](#)

Disclosures that are returned to the UEO for revisions will return to your “Pending” bucket. Once the UEO makes the required revisions, the disclosure will move to your “Ready for Review” bucket.

As with the reviews at the first level (UEO), you must act on all disclosures so that there are no employees/disclosures in your “Pending” bucket.

If you complete a second level of review but need to revise the disclosure, contact your campus COI office as soon possible.