

UNIVERSITY  
OF  
CALIFORNIA



# Outside Activity Tracking System

## APM 025

# UC OATS Roles

## Faculty:

In UC OATS faculty can,

- Report and manage outside professional activities
- Submit and view the status of prior approval forms
- Track time spent on outside professional activities
- Complete annual certification

## Approvers:

In UC OATS reviewers can,

- Approve prior approval forms
- Approve annual certification reports

## Reviewers:

In UC OATS reviewers can,

- Review prior approval forms

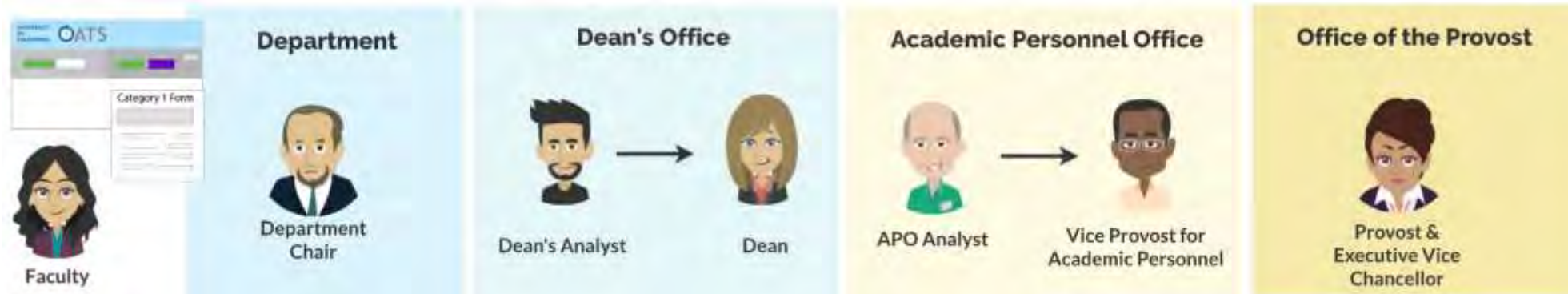
# Prior Approval Forms

There are 6 forms available in UC OATS:

1. Category 1
2. Student Involvement
3. Request to Exceed Time Threshold
4. Request to Exceed Earning Threshold (APM 671)
5. Request to Retain Earnings (APM 671)
6. Annual Certification

# Prior Approval Workflows

## Category I Forms



## Request to Exceed Time Threshold



# Prior Approval Workflows

## Student Involvement



## Annual Certification



# Resources

## UC Riverside OATS Website

<https://academicpersonnel.ucr.edu/oats>

UNIVERSITY OF CALIFORNIA, RIVERSIDE

UCRIVERSIDE Academic Personnel Office FOSTERING ACADEMIC SUCCESS

ABOUT ▾ ACADEMICS ▾ COMPENSATION ▾ POLICIES ▾ EMPLOYEE RELATIONS ▾ OUR PARTNERS ▾ TOOLBOX ▾ QUICK LINKS ▾

### Outside Activity Tracking System (OATS)

OATS is scheduled to go live at UCR during spring quarter 2015-2016. Accounts will be automatically generated and campus users will login via the UCR OATS portal with their UCR NetID and Password.

#### What is OATS?

OATS is a web-based application that supports the required collection, review, approval, and annual reporting of the outside professional activities subject to the University of California's Conflict of Commitment policies: APM 025, APM 240, APM 246, and APM 671.

OATS replaces the current APM 025, 240, 246, 671 annual reporting online system and the paper-based prior approval processes. The system will also help to broaden understanding around the University's conflict of commitment policies, support compliance requirements, and improve reporting capabilities.

OATS supports the following collection, review, and reporting of faculty outside professional activities:

- Requests to engage in an APM 025/APM 671 Category I activity
- Requests to involve students in an outside professional activity
- Report and record time engaged in APM 025/APM 671 Category I and II activities
- Annually certify outside professional activities that are subject to APM 025, 240, 246, 671.
- Track earnings for Health Sciences Compensated faculty, Deans, and Faculty Administrators

For more information on the system-wide initiative and project, visit the [system-wide OATS project page](#) or watch the [UC OATS Introduction video](#).

For questions or more information, please send an email to [oats@ucr.edu](mailto:oats@ucr.edu).

Policy      Prior Approval, Tracking Time, and Annual Certification (Coming Soon)      Support, Resources, and Training

## UC OATS Training Website

<https://info.ucoats.org/pages/training>

UNIVERSITY OF CALIFORNIA OATS FOSTERING ACADEMIC SUCCESS

ABOUT UC OATS MILESTONES GOVERNANCE TRAINING RESOURCES

### 025 Faculty Training: General Campus Faculty

UC OATS is an interactive web-based system that facilitates the reporting of outside professional activities and determines appropriate review and approval requirements, enabling you to easily comply with the University of California Conflict of Commitment policies. This training is specific to general campus faculty.

#### Tutorials

View our short video series for a quick overview of UC OATS.

- UC OATS Workspace Overview
- Reporting and Tracking Outside Professional Activities
- Annual Certification
- Summer Outside Professional Activities (COMING SOON)

UC OATS Workspace Overview      Reporting & Tracking Outside Professional Activities      Annual Certification

#### User Guides

The user guide below shows all current system functionality available in UC OATS. Some features of the application may not be in use at your campus. Please consult with your local campus contacts for additional questions.

The following user guides are for General Campus Faculty, Deans, and 100% Faculty Administrators.

- UC OATS Faculty User Guide
- UC OATS Faculty Annual Certification User Guide

# Resources

## POLICIES

- [APM 025](#): Conflict of Commitment and Outside Activities of Faculty Members
- [APM 671](#): Conflict of Commitment and Outside Activities of Health Sciences Compensation Plan (HSCP) Participants
- [APM 240](#): Deans
- [APM 246](#): Faculty Administrators (100% Time)
- [Implementation Procedures for Health Sciences Compensation Plan](#)

## CONTACTS

- Subject Matter Experts: [first level support](#)
- OATS System: [oats@ucr.edu](mailto:oats@ucr.edu)
- Policy: [apomail@ucr.edu](mailto:apomail@ucr.edu)

