UC OATS - Outside Activity Tracking System Annual Reporting

Faculty with Category I Outside Activities in 2022-23 requiring Prior Approval *(last updated 01/30/2023)*

Category I activities:
- Administration of a grant outside the University
- Assuming an executive or managerial position outside the University
- Assuming a founding or co-founding role of a company
- Employment outside the University
- Research outside the University
- Teaching outside the University

Intellectual Property resources from UCSB's *Technology & Industry Alliances* office may be helpful in completing the prior approval form and may be found here: https://tia.ucsb.edu/forms-policies/

1. Go to: https://ucsb.ucoats.org/
2. Click on "**Log in to OATS**" green button

Log in to OATS
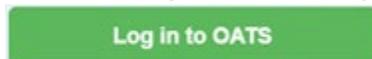
3. Sign in using your UCSBnetID and Password

UC **SANTA BARBARA**
Authentication Service

UCSBnetID

Password

LOGIN

4. Click on "**Enter an Activity**" – answer questions about annual certification, if necessary

Enter an Activity

5. Select Fiscal Year
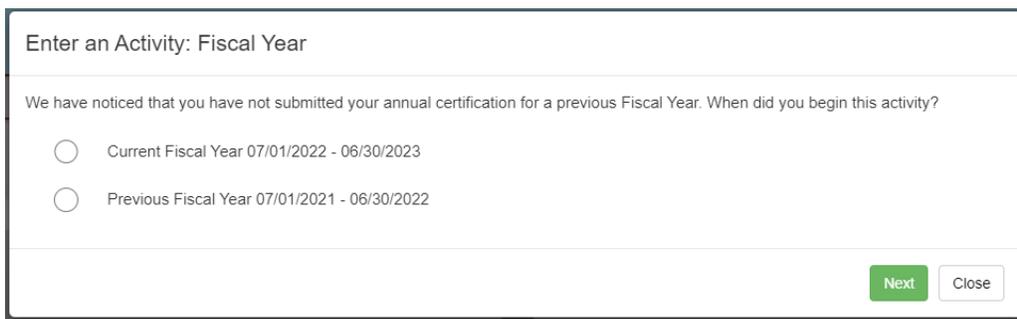
Enter an Activity: Fiscal Year

We have noticed that you have not submitted your annual certification for a previous Fiscal Year. When did you begin this activity?

○ Current Fiscal Year 07/01/2022 - 06/30/2023

○ Previous Fiscal Year 07/01/2021 - 06/30/2022

Next   Close

6. Select category I activity (may choose multiple):

Category I

Most likely to create a conflict of commitment because activities are related to training and expertise for with individuals has a University appointment but are performed on behalf of a third party and/or require significant commitment.

- ☐ Administration of a grant outside the University
- ☐ Assuming an executive or managerial position outside of the University
- ☐ Assuming founding or co-founding role of a company
- ☐ Employment outside the University
- ☐ Research outside the University
- ☐ Teaching outside the University

7. Enter the following information:
    a) Enter organization name, name the activity a name that will help you identify it, and enter a description.
    b) Type (for profit or non-profit)
    c) Scroll down for questions about student involvement and intellectual property
    c) **Enter** to submit

    > Enter

    i. The **Prior Approval Form** will appear if your activity is Category I – fill out the fields as required.
    ii. When requesting approval beyond the fiscal year, enter both the start date for which you are seeking approval and the last date for which you are seeking approval. The system will accept a date beyond 6/30 on the Category I Prior Approval Form:

Start date for which you are seeking approval: *	[　　　　] 📅	Last date for which you are seeking approval: *	[　　　　] 📅

    iii. Click **Notes** tab at the top to add notes and/or documentation

8. Click **Request Approval** to submit, or **Save and Close** if you wish to complete the form later

    > Request Approval

9. The Activity will be added to your **Activities List**. The status of your Category I request will be indicated within the form button. If in progress, it will show whose queue it is in currently:

    > Cat I Approval: Department AP Analyst

10. Once approved, you will get an email and it will show "Approved"

    > Cat I Approval: Approved

11. If more information is required, you will receive email notification.

    a) **Important**: Please do not engage in the activity or Report Effort until approval is obtained.

12. Track time spent on the activity by locating the activity from your list and click on the **Report Effort** button in the Actions column.

Report Effort

a) A modal will pop up asking you to enter the start and end dates and number of hours which you engaged in this activity. Service dates for the 2022-23 academic year are **9/18/2022 through 6/16/2023**. Effort reporting within the academic year must fall within these dates.

      i) A day is 8 hours. For example, if you engaged in the activity for 10 hours in one day, you need to enter only 8 hours.

      ii) For outside teaching, enter the podium hours and the system will calculate preparation time.

b) Click the **Report** button

Report