

UC OATS - Outside Activity Tracking System

Faculty with Category II Outside Activities for 2018-19

Category II activities:

- Additional University - compensated teaching (CME & UNEX) or self-supporting UC degree programs.
- Consulting or testifying as an expert or professional witness
- Providing or presenting a workshop for industry
- Providing outside consulting services or compensated professional activities performed for Los Alamos National Security and Lawrence Livermore National Laboratories
- Providing outside consulting services or referrals or engaging in professional practice as an individual or through a single-member professional corporation or sole proprietorship outside the University
- Serving on board of directors outside the University

1. Go to: <https://ucsb.ucoats.org/>
2. Click on “**Log in to OATS**” green button



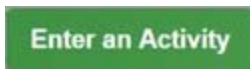
3. Sign in using your UCSBnetID and Password



4. Locate the reporting year by clicking arrows, as needed



5. Click on “**Enter an Activity**”



6. Enter the following information:
 - a) Organization Name
 - b) Type (for profit or non-profit)
 - c) Start/End date of activity (dates must fall within the fiscal year)
 - d) Locate the Activity Type(s) from the list (may choose multiple)
 - e) Answer student involvement question
 - i. If involving a student, prior approval will be needed
 - f) Name this Activity
 - g) Click on the “**Enter**” green button

Enter

7. The Activity will be added to your **Activities** list. Locate the activity 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 2018-19 academic year are **9/23/18 through 6/14/19**. 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

8. Go through each activity in the list and enter the dates/hours as appropriate.

9. Once all activities for 2018-19 are entered, you may complete 2018-19 annual certification.

Annual Certification 2018