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://ucsbucoats.org/](https://ucsbucoats.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
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