

UC OATS - Outside Activity Tracking System

Faculty with Category II Outside Activities for 2019-20

Category II activities:

- Additional University - compensated teaching (CME & UNEX) or self-supporting UC degree programs. (For purposes of this section, Summer Session teaching is excluded; see APM 661, Additional Compensation: Summer Session Teaching.)
- Consulting for a domestic or foreign government agency
- Consulting or testifying as an expert or professional witness
- Providing or presenting a workshop for industry
- Providing outside consulting 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
- Serving on board of directors outside the University

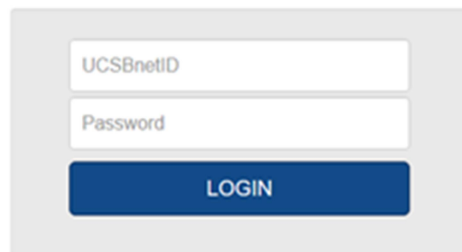
1. Go to: <https://ucsb.ucoats.org/>
2. Click on “**Log in to OATS**” green button



3. Sign in using your UCSBnetID and Password

UC SANTA BARBARA

Authentication Service



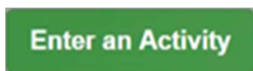
A screenshot of the UCSB Authentication Service login page. It features a light gray background with a white box containing two input fields: 'UCSBnetID' and 'Password'. Below the input fields is a blue button with the text 'LOGIN' in white.

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



A screenshot of the Fiscal Year selection interface. It shows the text 'Fiscal Year:' followed by a blue left arrow, the text '2019 - 2020', and a blue right arrow.

5. Click on “**Enter an Activity**”



6. Enter the following information:
 - a) Organization Name
 - b) Type (for profit or non-profit)
 - c) Locate the Activity Type(s) from the list (may choose multiple)
 - d) Answer student involvement question
 - i. If involving a student, prior approval will be needed
 - e) Name this Activity
 - f) 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 2019-20 academic year are **9/22/19 through 6/12/20**. 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 2019-20 are entered, you may complete 2019-20 annual certification.

Annual Certification 2019

New: Copy activities from prior years before completing your annual certification (excluding Cat I).

Copy Activity

a) Navigate to the reporting year which has the activity you wish to copy, for example:

< Fiscal Year: 2018 - 2019 >

b) Press the "Copy" button to copy that activity

Copy