Outside Activities Flowchart

Faculty records OPA in OATS
Submit for approval if necessary

www.ucdavis.ucoats.org

OATS Workflow Matrix:
https://bit.ly/46yJYDQ

Resources for supplemental documentation

APM671 form:
https://aadocs.ucdavis.edu/tools/oats/apm-671-category-i-activities-additional-information-requirements.pdf

Supplemental documents for hours/earnings (provide consultation contract, written agreements, etc)

Innovation Access: innovationaccess@ucdavis.edu

OR_COI: dmehlen@ucdavis.edu and OR_COI@ad3.ucdavis.edu

If any supplemental documents are missing, department to contact faculty for correction; OPA should NOT be routed onward

Diagram Key

- Move forward thru process
- Missing documentation
- Step(s) may be needed if threshold(s) is/are exceeded

CATEGORY 1
Faculty completes, uploads and submits:
APM671 form
Innovation Access consult and OR_COI consult

Department reviewer /approver confirms supplemental documentation and reviews/approves

Upon review/approval by department, OPA is routed onward to Dean's Office

Upon Dean's Office approval (usually 72 business hours) routes to Vice Provost's (VP) Office for review and approval

Upon VP review/approval routes to the Provost for final approval

Faculty engages in activity

Hours and/or earnings exceed threshold(s)
OTH prior approval required
Provide supplemental documentation <OATS Workflow Matrix>

Upload documentation to Notes
Submit OTH for approval

CATEGORY 2
Requires earnings & effort to be reported which count against thresholds

Faculty enters anticipated hours and earnings

Faculty engages in activity

Actual hours and earnings to be updated upon actualization

Once actual hours/earnings are entered submit for "charge" against thresholds

CATEGORY 3
Enter into OATS for activity tracking
Does not count against thresholds
No pre-approval or reporting required

Stocks and/or options are to be entered into OATS within 30 days

Bitcoin, cryptocurrency, etc., also needs to be reported. Reach out to the Dean's Office for instructions

Stock/option valuation conducted annually by Dean's Office

Valuation confirmation entered into faculty's OATS record to complete cycle for fiscal period

ANNUAL CERTIFICATION (AC)

All faculty, with or without OPA, must certify annually by logging into OATS
Attest to having no OPA
Confirm all OPA entries are correct
Submit AC for approval

AC final approval is required by September 30th following the close of the fiscal period