

UC OATS-Outside Activities Tracking System

Faculty with **Category I** Outside Activities

Category I Activities

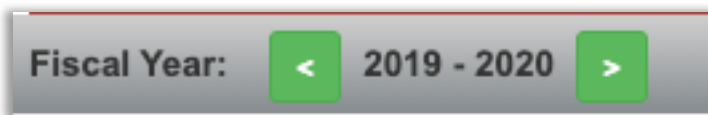
- Teaching, research, or administration of a grant outside the University
- Employment outside the University
- Assuming a founding or co-founding role of a company
- Assuming an executive or managerial position outside of the University

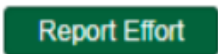
UC Oats Tracking Process

1. Visit: <https://ucmerced.ucoats.org/>
2. Login to OATS

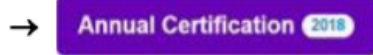


3. Sign in with two-factor authentication
 - a. UCM NetID & Password
4. Locate the reporting year by clicking the green arrows. OATS will always default to the current reporting year, please ensure you're in the correct fiscal year before proceeding. Example: You need to report activities for your 2019-20 Annual Report → click to fiscal year 2019-20 and proceed with your reporting.



5. Locate the activity you need to report effort on in your activities list.
 - Prior approvals that have been requested and approved through the current reporting period will be included in your activities list.
6. Click on the Report Effort in the Actions column.
 - Follow the instructions for [Reporting Effort](#) on the UC OATS Training website.
 - If needed, refer to **Tips for Reporting Effort in OATS** on [APO's OATS Resources](#) webpage for guidance.
7. Report on all of your activities; enter and report effort on Category II activities as needed.

- The instructions for [entering an activity](#) are available at the UC OATS Training website.
8. Certify Your Annual Report When you have entered and reported on all activities, you are ready to complete your Annual Certification. Click on Annual Certification.



- If needed, the instructions for completing [Annual Certification - with Activities](#) are available at the UC OATS Training website.