

UC OATS-Outside Activities Tracking System

Faculty with **Category II** Outside Activities

Category II Activities

- Additional University – compensated teaching (UNEX) or self-supporting UC degree programs
- Consulting as an expert
- Testifying as a professional witness
- Providing or presenting a workshop for industry
- 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 a board of directors outside of the University
- Providing outside consulting or compensated professional activities performed for entities such as the Los Alamos and Lawrence Livermore National Laboratories


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. Report Effort
If you entered your Category II activities during the reporting period:
 - Locate the activity you need to report effort on;
 - Click 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.

If you need to enter one or more Category II activities:

- Follow the instructions for [entering an activity](#) on the UC OATS training website.
- Follow the Report Effort instructions above.

6. 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.