## UC OATS-Outside Activities Tracking System

## Faculty with Category II Outside Activities

## **Category II Activities**

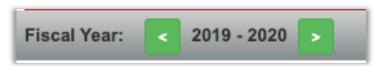
- Additional University compensated teaching (UNEX) or self-supporting UC degree programs
- Consulting as an expert
- Testifying as a professional witness
- Providing or presenting a workshop for industry
- Providing outside consulting services or referrals or engaging in professional practice as an 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

Report Effort

• If needed, refer to **Tips for Reporting Effort in OATS** on APO's <u>OATS Resources</u> webpage for guidance.

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

- Follow the instructions for <u>entering an activity</u> 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.

- → Annual Certification (2018)
- If needed, the instructions for completing <u>Annual Certification with Activities</u> are available at the UC OATS Training website.