From: UCSF-VPAA <UCSF-VPAA@ucsf.edu>
Sent: Friday, June 28, 2019 8:16 AM
To: hscp@listsrv.ucsf.edu
Subject: 2018-19 Annual Certification Process for Outside Professional Activities

SUMMARY:

- On April 22, 2019, UCSF implemented a new on-line portal for tracking outside professional activities ("OATS" – <u>O</u>utside <u>A</u>ctivity <u>T</u>racking <u>S</u>ystem). OATS is available via [My Access](.).

- The 2018-19 annual certifications will be completed in OATS and paper certifications will no longer be accepted. ***All certifications must be completed no later than September 30, 2019.***

- On July 8, 2019, you will receive a system-generated notification from OATS to complete your annual certification. Subsequent reminders will be sent periodically from OATS to faculty who have not yet completed their certifications.

- User guides, training videos and other resources for OATS are available (click [here](.)).

- Please note that OATS is specific to the University of California Conflict of **Commitment** (COC) Policies ([APM 671](.) and [APM 025](.)). Disclosures for Conflict of **Interest** (COI) are submitted via a separate process (click [here](.)).

_____

Dear Colleagues:

As previously [announced](.), UCSF implemented a new online portal for tracking outside professional activities ("OATS" – <u>O</u>utside <u>A</u>ctivity <u>T</u>racking <u>S</u>ystem) in April 2019. OATS provides a user-friendly solution for faculty and administrators and provides faculty with an embedded educational component to facilitate understanding of the policies as well as their role and responsibilities.

As required by policy, faculty must provide an annual report of outside professional activities to their Department Chairs each year, even if the faculty member did not engage in outside professional activities during the year. Faculty must report annually all Category I and II outside professional activities that were conducted during the prior 12 months, including activities conducted during normal service periods and during periods of leave.

The 2018-19 annual certification process will be completed in OATS and paper certifications will no longer be accepted. ***All certifications must be completed no later than September 30, 2019.***

On July 8, 2019, you will receive a system-generated email notification from OATS to complete your annual certification. Subsequent reminders will be sent periodically from OATS to faculty who have not yet completed their certification.

HOW TO ACCESS OATS:
OATS is available via MyAccess. A user guide for accessing OATS is available here.

WHAT YOU NEED TO DO:

Between July 8, 2019 and September 30, 2019, you must log into OATS to complete your 2018-19 annual certification for Outside Professional Activities.

If you….	Then…
Did not engage in Outside Professional Activities in 2018-19	Even if you did not engage in outside professional activities during the year, you must submit an annual certification in OATS. A user guide for the Annual Certification process that is specific to faculty who have not engaged in Outside Professional Activities is available here.
Engaged in Outside Professional Activities in 2018-19 that did not require prior approval, e.g. Category 2 or 3 activities*	You must enter your outside professional activities into OATS before you can complete the 2018-19 Annual Certification Process. A user guide for the Annual Certification process that is specific to faculty who have engaged in Outside Professional Activities that did not require prior approval is available here.
Engaged in Outside Professional Activities in 2018-19 that required prior approval, e.g. Category 1 activities*	If you have received prior approval (via an approval memo from the Chancellor) to engage in a Category 1 activity, that approval will be recorded in OATS by July 8, 2019. You must enter the time/earnings associated with that activity in OATS. If you have not yet received approval for a Cat 1 activity in which you have engaged, you must first request and receive approval for that activity (in OATS) before you can complete the certification process. A user guide for the Annual Certification process that is specific to faculty who have engaged in Category 1 activities is available here.

*Not sure whether your activity requires pre-approval? You can log into OATS and the system will determine the category type and guide you through the appropriate disclosure process. Alternatively, you can review the Policy Primer (see link below). OATS will also cumulatively keep track of your outside activities so that you have a running total of time spent and earnings received.

WHERE TO FIND ADDITIONAL RESOURCES:

The OATS page on the Academic Affairs website has been updated with a number of resources to assist you with the new system. Additional resources are available on the UC OATS website.

Resource	Description
Tutorials	Short video series to get started with OATS
User Guides	Provides information on all current system functionality available in UC OATS. Note: some features in these system-wide guides may not be in use at UCSF.
Policy Primer (APM 671)	Slide deck of the Outside Professional Activities if you would like additional policy information.

WHERE TO DIRECT QUESTIONS:

Policy questions should be directed to your Department Manager or to one of the following contacts in your School's Dean's office:

School	Contact
Dentistry	Phillip Babcock, Maria Rina-Simon
Medicine	Bonnie Johnson
Nursing	Diana Koeplin
Pharmacy	Phillip Babcock, Diana Koeplin

Technical questions about OATS, e.g. difficulty logging in, record not found, etc., should be directed to the OATS Project Team at OATSProject@ucsf.edu. This mailbox will be monitored frequently.

I invite your feedback and comments at OATSProject@ucsf.edu and appreciate your compliance with these important University requirements.

Best regards,

Brian K. Alldredge, PharmD
Vice Provost, Academic Affairs