From: UCSF-VPAA <UCSF-VPAA@ucsf.edu>
Sent: Wednesday, April 17, 2019 8:09 AM
To: hscp@listsrv.ucsf.edu
Cc: OATS Project <OATSProject@ucsf.edu>
Subject: Outside Activities Tracking System (OATS) – April 22, 2019 Implementation

SUMMARY:

- On April 22, 2019, UCSF will implement a new on-line portal for tracking outside professional activities ("OATS" – Outside Activity Tracking System). OATS will be available via My Access.

- 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).

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Dear Colleagues:

I am pleased to announce that the new online portal for tracking outside professional activities ("OATS" – Outside Activity Tracking System) will be available at UCSF on April 22, 2019.

Although UC Conflict of Commitment (COC) policies (APM 671 and APM 025) are complex, it's vitally important that each of us adhere to these rules regarding outside professional activity. OATS is the result of a collaboration amongst UC campuses to build an application to facilitate tracking and compliance related to these policies. 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 their role and responsibilities.

HOW TO ACCESS OATS:
OATS will be available via MyAccess. For information on how to log-on to MyAccess click here.

WHAT YOU NEED TO DO:

If you….	Then…
Engage in Outside Professional Activities that require prior approval, e.g. Category 1 activities or requests to exceed thresholds*	Effective May 1, 2019, all requests that require prior approval must be submitted in OATS; paper requests will no longer be accepted.
Engage in Outside Professional Activities that do not require prior approval, e.g. Category 2 or 3 activities*	You may begin tracking your activities in OATS for 2018-19. Please note that 2018-19 annual certifications will be completed in OATS and paper certifications will no longer be accepted. This means that prior to this year's certification, your

	outside activities for the current fiscal year will need to be entered into OATS. Further instructions for the annual certification process will be available in June.
Do not engage in Outside Professional Activities	You do not need to log into the system at this time. However, please note that all faculty must submit an annual certification each year, even if you did not engage in outside professional activities during the year. The 2018-19 annual certifications will be completed in OATS and paper certifications will no longer be accepted. Further instructions for the annual certification process will be available in June.

*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 may not be in use at UCSF.
Policy Primer (APM 671)	Slide deck of the Outside Professional Activities policy presentation.

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	Phillip Babcock, 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 would like to acknowledge the outstanding effort of the UCSF representatives to the OATS Governance Board and Working Group, and the UCSF OATS implementation team for their thoughtful approach to building a user-friendly system to facilitate our compliance with these important - and complex - conflict of commitment policies.

I invite your feedback and comments at OATSProject@ucsf.edu.

Best regards,

Brian K. Alldredge, PharmD
Vice Provost, Academic Affairs