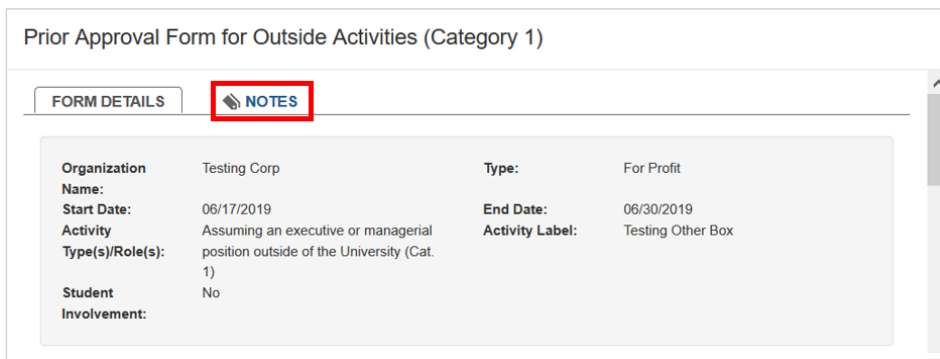


UCSF Requirements for Requesting Prior Approval to Engage in Category I Activities

These guidelines list the supporting documentation that must be attached with a prior approval request to engage in Category I outside professional activities.

Once you have entered the potential Category I outside professional activity into OATS, attach the required supporting documentation in the Notes tab of the Category I prior approval form before submitting the request for prior approval.

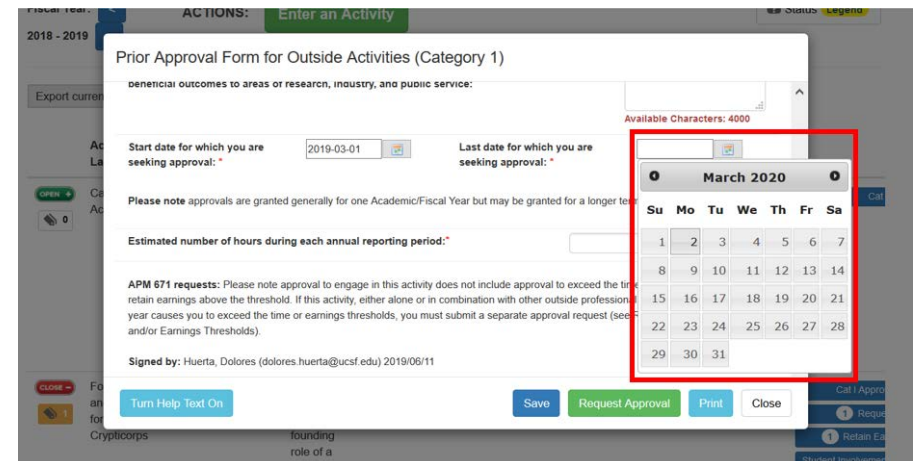


Required Supporting Documentation

- 1) HSCP Annual Reporting Form from most recently completed fiscal year (SOM Only)
- 2) Management Plan Letter from the [Conflict of Interest Advisory Committee \(COIAC\)](#) (if applicable)
- 3) Documentation from the [Office of Technology Management \(OTM\)](#) for licensed Intellectual Property (copy of e-mail is acceptable) if you plan to use University-licensed Intellectual Property in the outside professional activity.
- 4) Valuation letter from Dean's Office if you have received non-cash income (e.g., stock, stock options, etc.) as compensation for the activity. (For members of HSCP only)

Additional Notes:

- 1) Be sure to disclose any **cash compensation** you have received. Any compensation received on or after 7/1/2018 should be reported in OATS. (For members of HSCP only)
- 2) The end date on the Category I prior approval forms defaults to the end date on the "Enter Activity" form. If you want to request approval to engage in the Category I activity beyond the current fiscal year end date, you must actively change the end date on the Category I form.



- 3) For instructions on how to submit a Category I prior approval request in the Outside Activities Tracking System (OATS), please see the appropriate Faculty User Guide:

- [APM 671 Faculty User Guide](#)
- [APM 025 Faculty User Guide](#)