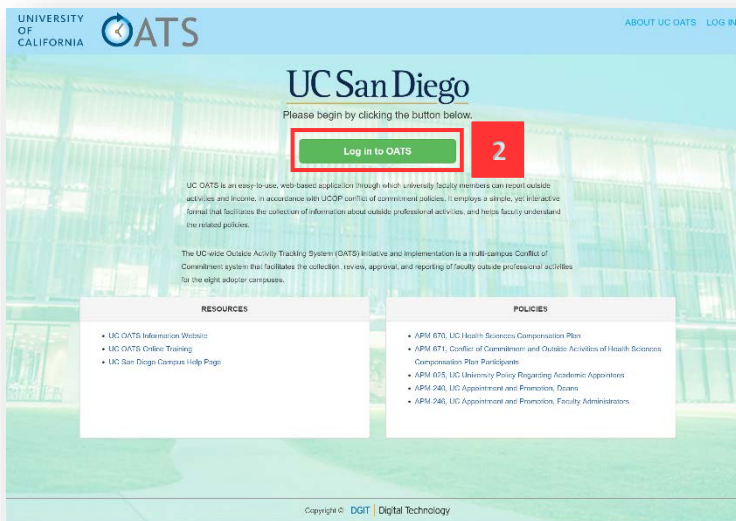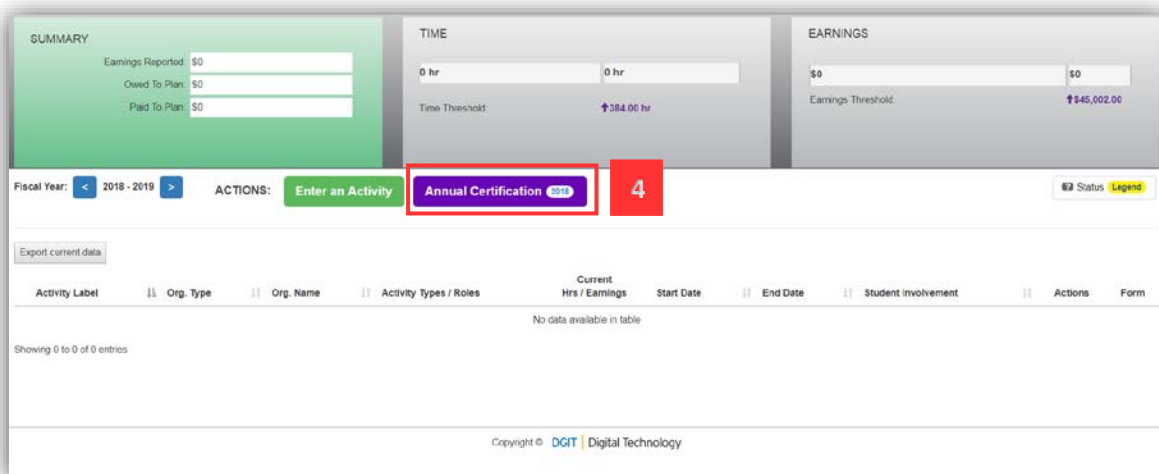## Annual Certification When You Have No Activities to Report

As a faculty member, you are required to file certification of adherence to the policy each fiscal year, even if you did not engage in any outside professional activities during the year. You can achieve this by following these simple steps:
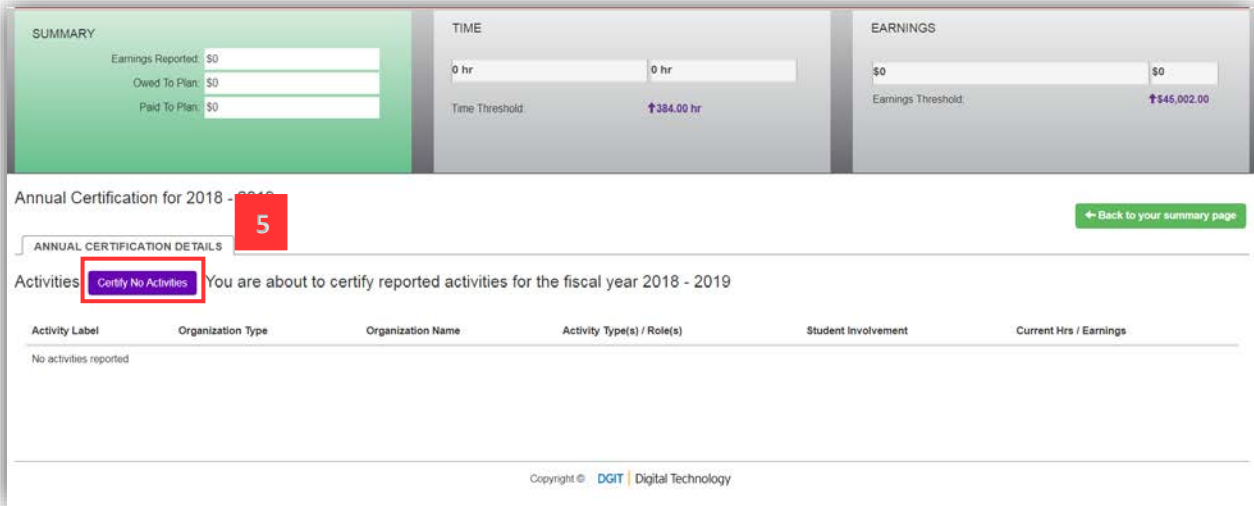
1) When it is time to complete your annual certification, you will receive an e-mail notification to remind you to visit the website and complete the required steps. You can follow the link provided in the reminder e-mail or access the UC OATS website directly by visiting: https://ucsd.ucoats.org
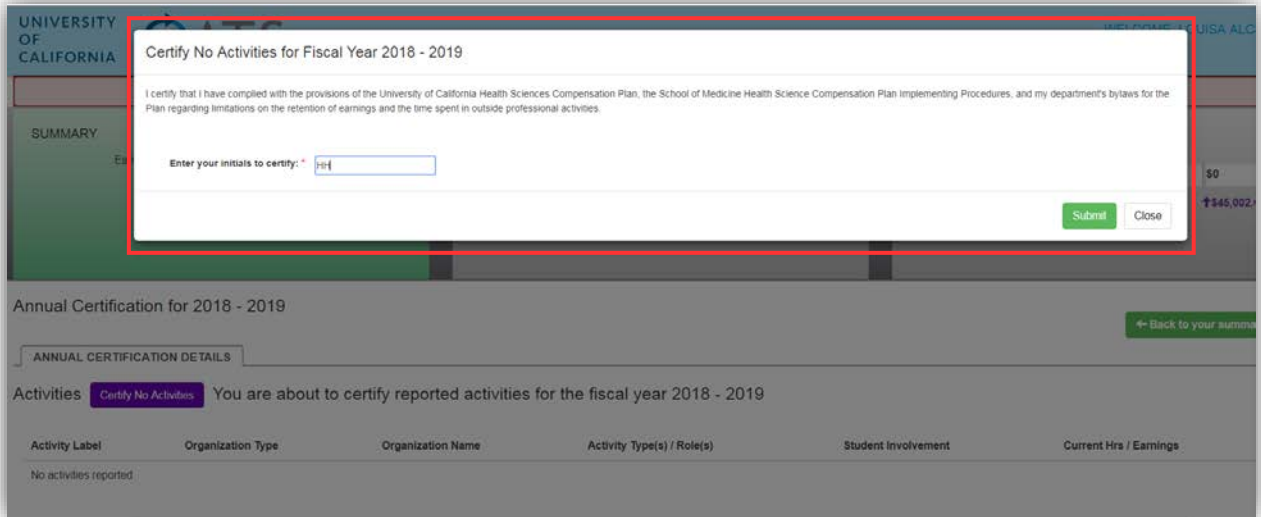
2) Click the Log in to OATS button:

3) Log in using your UCSD logon ID and password. If you experience any issues, contact esr-oats@ucsd.edu for assistance.

4) Click on the "Annual Certification" button.

5) Click on "Certify No Activities" button.

6) Review the certification statement and then enter your initials and click submit.

7) Once these steps are completed accurately, the words "Dept Reviewer" will appear to confirm that the certification is complete and is now routed to the reviewer.