

How to Review Annual Certification Reports

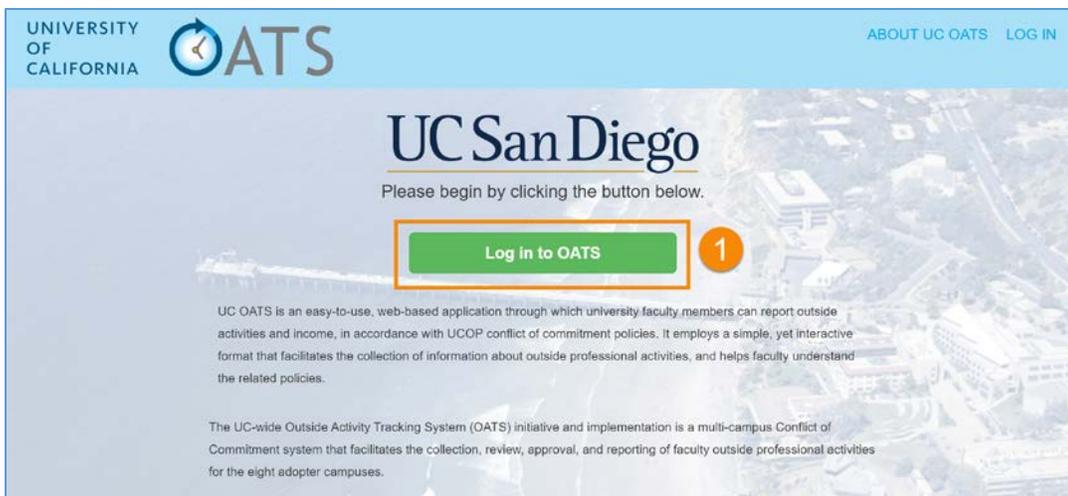
Overview

Faculty members are required to file certification of adherence to the policy each fiscal year, even if they did not engage in outside professional activities during the year. You will receive an email notification when new annual certification reports are in your queue awaiting your review.

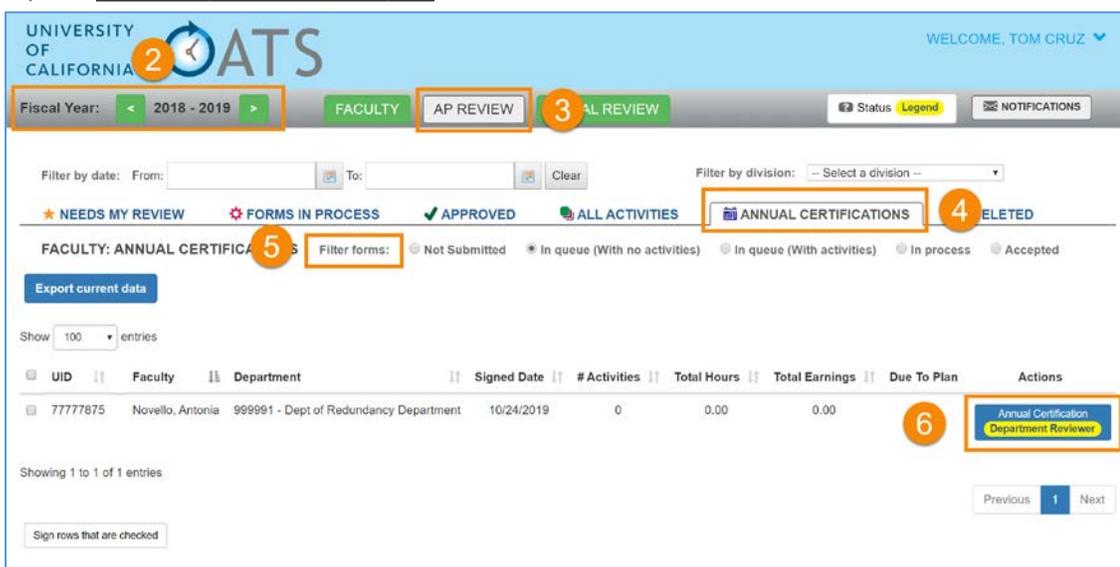
Process

To review an annual certification report,

1. Visit <https://ucsd.ucoats.org/> and log in using your campus credentials. If you experience issues logging in, please contact esr-oats@ucsd.edu for assistance.



2. Once logged in you will be in the current fiscal year workspace. To view annual certification reports from the previous fiscal year, click the “Fiscal Year” back arrow.



3. Click the “AP Review” button.
4. Click the “Annual Certifications” tab.
5. Filter the forms by, “In queue (with no activities)” and then “In queue (with activities)” to view all annual certification reports awaiting your review.
6. Locate and click on the Annual Certification report you want to review.
7. Review the form and then select an action. To send the form to the approver, select “Reviewed”.
To return the form to the faculty member for further detail, select “Send Back to Faculty”.
7a. **Notes:** Select the “Notes” tab to view notes and attachments related to the faculty members outside professional activities.
7b. **Add Alternate Approver:** You may add an alternate approver if there is a conflict of interest between the faculty member and the approver.

8. Click “Submit Action” to complete your review.