

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.

UNIVERSITY OF CALIFORNIA	CATS ABOUT UC OATS LOG IN
	UC San Diego
	Log in to OATS
	UC OATS is an easy-to-use, web-based application through which university faculty members can report outside activities and income, in accordance with UCOP conflict of commitment policies. It employs a simple, yet interactive
	format that facilitates the collection of information about outside professional activities, and helps faculty understand the related policies.
	The UC-wide Outside Activity Tracking System (OATS) initiative and implementation is a multi-campus Conflict of
	Commitment system that facilitates the collection, review, approval, and reporting of faculty outside professional activities
	for the eight adopter campuses.

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.

					Status Lagand	
scal fear: 2018 - 2019	FACULTY	AP REVIEW	3 AL REVIEW		E Status Legend	SE NOTIFICATIONS
Filter by date: From:	To:		Clear	Filter by division:	Select a division	•
* NEEDS MY REVIEW	FORMS IN PROCESS	APPROVED	ALL ACTIVITIES	ANNUAL C	ERTIFICATIONS	4 ELETED
Export current data						
Export current data ow 100 • entries	epartment	↓] Signed Date	11 #Activities 11 To	tal Hours ↓↑ Total E	Earnings 👔 Due To Plan	n Actions
Export current data ow 100 • entries UID 11 Faculty 11 Dr 77777875 Novello, Antonia 95	epartment 19991 - Dept of Redundancy D	Signed Date	11 #Activities 11 To 0 0	tal Hours 👔 Total E 0.00	Earnings Due To Plan	Actions
Export current data w 100 • entries UID 11 Faculty 11 Dr 77777875 Novello, Antonia 99 wing 1 to 1 of 1 entries	spartment 19991 - Dept of Redundancy D	Signed Date	11 #Activities 11 To 0	tal Hours 💱 Total E 0.00	Earnings II Due To Plan	Annual Cettificatio Department Review Previous 1 1



UNIVERSITY OF CALIFORNIA	ATS	7			WELCOM	IE, TOM CRUZ 💙
Fiscal Year: < 2018 - 201	9 FACULTY	AP REVIEW	3 AL REVIEW	C Statu	s Legend	
Filter by date: From:	FORMS IN PROCESS	APPROVED	Clear	Filter by division: - Select a div		
FACULTY: ANNUAL CERTI	FIC 5 Filter forms:	Not Submitted 🔹 In a	queue (With no activiti	s) © In queue (With activities)	In process	Ccepted
UID Faculty Is 77777875 Novello, Antonia Showing 1 to 1 of 1 entries	Department 999991 - Dept of Redundancy De	partment 10/24/2019	¶ #Activities I∏ To 0	otal Hours IT Total Earnings IT	Due To Plan	Actions Annual Certification Department Reviewer Previous 1 Next
Sign rows that are checked						

- 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.
- 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.

ANNUAL CERTIFICA	TION DETAILS	NOTES	78				
ctivity Label		Organization Type	Organization Name	Activity Type(s) / Ro	ole(s)	Student Involvement	Current Hrs / Earnings
Vorkshop for Johnson &	Smith Inc.	For Profit	Johnson & Smith Inc.	Providing or present	ing a workshop for industry (Cat. 2)	No	56.00/\$0.00
Income #	Туре		Check/Transaction #/ Number	of Shares	# of Reported Hours	\$ Amount Threshold	Date(s) Worked
147442	Uncompensated				40.00	0.00	10/01/2018 / 10/05/2018
-							
7	Action *	d ek To Faculty	Alternate App	Add Alter	nate Approver		
7	Action * Reviewed Send Bad	d ck To Faculty	Alternate App	orover(s) Add Altern	nate Approver		
The assigned	Action * * Reviewee	d ck To Faculty	Alternate App	Add Alter	nate Approver		

8. Click "Submit Action" to complete your review.