

Resources for supplemental documentation

APM671 form:  
<https://aadocs.ucdavis.edu/tools/oats/apm-671-category-i-activities-additional-information-requirements.pdf>

Supplemental documents for hours/earnings (provide consultation contract, written agreements, etc)

Innovation Access: [innovationaccess@ucdavis.edu](mailto:innovationaccess@ucdavis.edu)

OR\_COI: [dmehlen@ucdavis.edu](mailto:dmehlen@ucdavis.edu) and [OR\\_COI@ad3.ucdavis.edu](mailto:OR_COI@ad3.ucdavis.edu)

**Diagram Key**

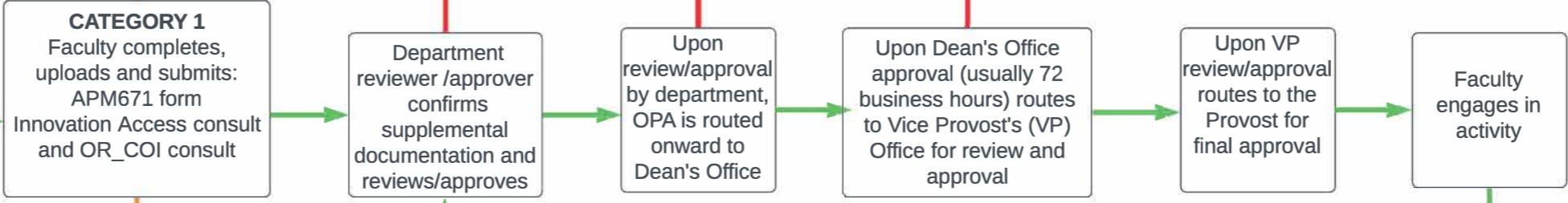
- Move forward thru process
- Missing documentation
- Step(s) may be needed if threshold(s) is/are exceeded

**Outside Activities Flowchart**

Faculty records OPA in OATS  
 Submit for approval if necessary

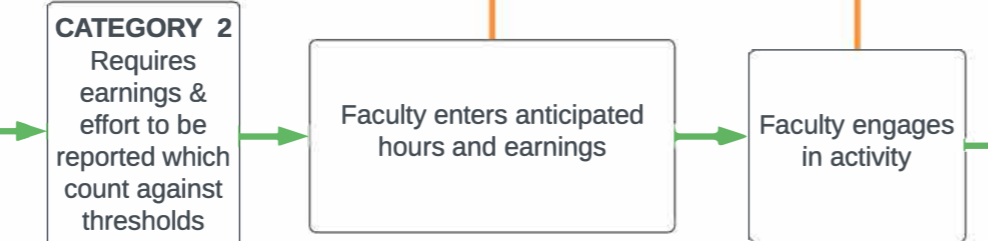
[www.ucdavis.ucoats.org](http://www.ucdavis.ucoats.org)

OATS Workflow Matrix:  
<https://bit.ly/46yJYDQ>



Hours and/or earnings exceed threshold(s)  
 OTH prior approval required  
 Provide supplemental documentation <OATS Workflow Matrix>

Upload documentation to Notes  
 Submit OTH for approval



Actual hours and earnings to be updated upon actualization

Once actual hours/earnings are entered submit for "charge" against thresholds

**CATEGORY 3**  
 Enter into OATS for activity tracking  
 Does not count against thresholds  
 No pre-approval or reporting required

Stocks and/or options are to be entered into OATS within 30 days

**ANNUAL CERTIFICATION (AC)**

All faculty, with or without OPA, must certify annually by logging into OATS  
 Attest to having no OPA  
 Confirm all OPA entries are correct  
 Submit AC for approval

AC final approval is required by September 30th following the close of the fiscal period

Bitcoin, cryptocurrency, etc., also needs to be reported. Reach out to the Dean's Office for instructions

Stock/option valuation conducted annually by Dean's Office

Valuation confirmation entered into faculty's OATS record to complete cycle for fiscal period