

APM 025/671 Annual Certification Checklist

To be completed in the [UC Outside Activities Tracking System \(UC OATS\)](#) Updated July 2023

Entering Outside Professional Activities (OPA) and Annual Certification Reporting

- **Best practice is to enter OPA throughout the year as they occur.**
 - If no OPA were performed during the fiscal year being reported, please review “Annual Certification- No Activities” located in the lower left column of the UC OATS Training site. ([this link for APM 025 faculty](#) and [this link for APM 671 faculty](#))

- **Choose the correct fiscal year** based on the expected start/begin date of the activity; *see #1 on graphic below locate this entry on the form.*
 - For example: activity start date of 9/25/2022 = fiscal year 2022-2023 reporting period (e.g., 7/1/2022 through 6/30/2023)

- **For Academic-Year Appointees: If summer compensation was received:**
 - If the faculty member engaged in Category I or Category II activities during the summer and received University summer compensation, then the number of days University summer compensation was received must be entered for the summer months. The information entered will calculate OPA time limits for the summer period.
 - *This can be entered in the “Summer Time” area located in the top right corner of the page. See #2 on graphic below this entry on the form.*

- **Create an entry for the activity** *See #3 on graphic below locate this entry on the form.*
 - For each activity, verify if students from campus were involved in any substantive way, compensated or not. Note: Prior approval must be received *before* the activity commenced.
 - Category II and III activities do not require prior approval. Category III Activities do not need to be included in the annual certification report for general faculty.
 - Deans and full-time faculty administrators are required to report effort for ALL Category III activities, compensated or not. The effort does count against the time threshold for those under APM 025 and APM 671. For those under APM 671, compensated Category III activities do not count towards the income threshold.

- **Report Effort:** For each activity, enter the actual number of hours of engagement that occurred during the academic year and/or summer term. *If the activity was conducted during the summer, each month must be reported individually. **Please note that every 6 “podium” hours spent with students equals one day.** See #4 on graphic below to locate this entry on the form.*
 - For Category I activities, the effort reported should not be 0 unless the activity has changed. If the number is 0, must provide an explanation why on the “Notes” tab for the activity.
APM 025: The number of hours cannot exceed the system-wide annual time limits (academic-year appointees = 312 hours; fiscal-year appointees = 384 hours). If engaging in an activity that will exceed allowable time limits, a leave without pay may be required. Please consult with the department and/or dean’s office for guidance.
APM 671: The Schools of Health (SOH) have a stricter time limit (168 hours). If engaging in an activity that will exceed SOH time limits, please consult with the SOH Academic Personnel Office for guidance.

Department and Dean's Office Review Checklist

Best Practices

Category I activities

- Verify the approval term matches the activity duration. If it's unclear, ask the following:
 - Is this a partial year request that has fully ended or does this need a renewal?
 - **If a renewal is needed, alert the faculty member immediately. The Annual Certification cannot receive final approval until all Category I activities are approved.**
- Verify the effort reported closely matches the estimated effort on the approval request. If it's unclear, ask the following:
 - Are any hours reported?
 - If no hours are reported, did something change/was the activity cancelled after it was approved? Request the faculty member provide an explanation on the "Notes" tab for the activity.
 - If hours are reported but marginally less, confirm with the faculty member that the hours reported reflect the entire year.
 - For AY Faculty only: If more hours are reported than estimated, check if summer hours are broken out. If they are not, confirm with the faculty member if any summer hours are included and if any summer salary was earned/received.
 - If the faculty member is subject to APM 025 verify that the hours reported do not cross the time threshold and a "request to exceed limit" is not present.
- Confirm that the activity has been reviewed by Office of Research, if required. If unsure, review the [Category I checklist](#) to ensure completeness.
- If the activity involves students, has the faculty member received approval from the Chair prior to commencing the activity? If not, then hold review/approval until this has been completed.

Please remember that this checklist is intended to serve as a resource, however, it does not eliminate the need for analysis and careful review of the details associated with OPA prior approval requests and annual certification reporting.

TIME

0 hr 0 hr

Time Threshold: ↑312 hr

SUMMER TIME

Did you or will you engage in Category I or II activities during the summer? No.

Enter My Summer Info 2

ACTIONS: 1 Fiscal Year: < 2022 - 2023 > 3 Enter an Activity Copy Activity Annual Certifications 2021 - 2022 Accepted Status Legend

Export current data

Activity ID	Activity Label	Org. Type	Org. Name	Student Involvement	Activity Type(s)	Current Hrs	Actions	Form/Queue
6172249	Test	Unknown	Test	No	Administration of a grant outside the University (Cat. 1)	0.00 hr	Edit Activity Delete Report Effort	Cat I Approval: Not Submitted

Showing 1 to 1 of 1 entries