

# UC Outside Activity Tracking System (UC OATS)

Deans and Full-time Faculty Administrators → *Reporting Outside Professional Activities (OPA)*  
2023-2024 Reporting Period → July 1, 2023 – June 30, 2024

## Steps to take in UC OATS:

1. Navigate to: <https://ucdavis.ucoats.org>

2. Click the green “Log in to OATS” button:



3. Sign in using your campus Username and Passphrase.

The UC Davis login form includes the university logo, the text "UNIVERSITY OF CALIFORNIA Central Authentication Service (CAS)", and input fields for "Username:" and "Passphrase:". A "LOGIN" button is located at the bottom.

4. Click the “Faculty’s View” button:



5. Toggle backwards to Fiscal Year 2023-2024 for the reporting period (7/1/2023—6/30/2024). Please review your workspace to be sure all OPA you engaged in are reported. **Policy requires that all compensated and uncompensated OPA is reported. If you need to enter an activity**, instructions are here:

Subject to APM 025 (General Campus): <https://info.ucoats.org/pages/faculty-adding-025>

Subject to APM 671 (Schools of Health): <https://info.ucoats.org/pages/faculty-adding-671>

6. Once all OPA are entered, click the purple “Annual Certifications” button:



7. An “Annual Certification Summary” window opens, for Fiscal Year 2023-2024 click the “Not Submitted” button (might be purple or orange):

Fiscal Year	Submitted Date	Approved Date	Status
2024 - 2025			Forthcoming
2023 - 2024			Not Submitted
2022 - 2023	09/29/2023	11/06/2023	Accepted
2021 - 2022	10/27/2022	03/05/2023	Accepted
2020 - 2021	10/19/2021	02/08/2022	Accepted
2019 - 2020	10/27/2020	01/03/2021	Accepted
2018 - 2019	10/21/2019	10/28/2019	Accepted

Close

8. A new “Annual Certification 2023-2024” window opens. Review the statement in the light green area. When ready, enter your initials and click the purple “Submit Annual Certification” button.

Annual Certification for 2023 - 2024

← Back to your workspace

**Annual Certification: Details and Confirmation for Fiscal Year 2023 - 2024**

Review your Annual Certification details below. If needed, click 'Back to your workspace' to make changes.  
Otherwise, enter your initials, and click 'Submit Annual Certification' below.

Enter your initials:

Submit Annual Certification

ANNUAL CERTIFICATION DETAILS

NOTES

HISTORICAL ACTIONS

Activities

9. A new window opens with a message confirming that the annual certification is complete. Click the “Close” button. Once the window closes, you are back on the current fiscal year workspace.

Annual Certification Complete

Congratulations, you have completed your Annual Certification.  
Click the 'Close' to continue.

Close

Another way to confirm successful submission is by reviewing the purple “Annual Certification 2022-2023” button. The button includes the location where the report is currently awaiting review. For example, this button shows “Provost Reviewer”:

ACTIONS:

Fiscal Year:



2024 - 2025



Enter an Activity

Copy Activity

Annual Certifications

2023 - 2024  
Provost Reviewer

Approver's View

10. Congratulations on submitting your annual certification report! If interested, more information can be found here: [Annual Certification Information](#).