To log-in to OATS, have your UCR NetID and Password and click on this link: [https://ucr.ucoats.org/](https://ucr.ucoats.org/).

UC OATS supports the following review/approval:
- Requests to engage in an APM 025/APM 671 Category I activity
- Requests to involve students in an outside professional activity
- Report and record time engaged in APM 025/APM 671 Category I and II activities
- Annually certify outside professional activities that are subject to APM 025, 240, 246, 671
- Track earnings for Health Sciences compensated faculty, Deans, and Faculty Administrators

For Approver Workspace Overview and Roles, click on this link for the Approver User Guide.

For information on how to add Notes and Attachments, click on this link for the Tip Sheet How to Add Notes and Attachments to an Activity.

**UC OATS APPROVAL WORKFLOW FOR UCR**

- Category I (Prior Approval)

  - Faculty ➔ Department Chair ➔ Dean's Office - Dean's Analyst (Reviewer) ➔ Dean (Approver) ➔ Academic Personnel Office (APO) - APO Analyst (Reviewer) ➔ Vice Provost for Academic Personnel (Approver) ➔ Provost and Executive Vice Chancellor

- Request to Exceed Time Threshold
- Request to Exceed Earnings Threshold (for HSCP members only; APM 671)
- Request to Retain Exceeded Earnings (for HSCP members only; APM 671)

- Student Involvement

  - Faculty ➔ Department Chair

- Annual Certification

  - Faculty ➔ Department Chair ➔ Dean