To ensure a quick and timely processing of the request, please use the CHECKLIST below.

CHECKLIST FOR CAT I PRIOR APPROVAL REQUEST

Preliminary Consultations (Prior to Submission)
- Consult with Department Chair on Category 1 activity.
- If an international activity is being proposed, consult with VP of International Affairs at vpia@ucr.edu for support while abroad and to determine how the activity can promote UCR abroad.
- If activity is related to intellectual property or research work at another institution, or participating in a start-up company, consult with Office of Research and Economic Development (RED).

Length of Activity
- All activities (including multi-year requests) are approved in up to one-year increments, unless additional justification is provided.
- Estimated number of days in hours (involvement during academic or fiscal year appointment).
- Retroactive approvals are the exception, and will only be considered with significant justification provided.

Information on Activity and Justification
- General description of the business/agency/organization/group/individual
- Thorough description of the activity itself and the nature of your participation in this activity
- Thorough description of beneficial outcomes to areas of research, industry, public service, or professional development to yourself and UC Riverside.

For all descriptions - Make sure to provide as much information as possible; if needed, you can upload supplemental information under “Notes” or as an attachment.

Additional Requirements
- If activity involves teaching, a separate full memo must be uploaded into OATS, and addressed to the Provost and Executive Vice Chancellor (PEVC), with a justification/rationale for the exception.
- If activity involves students, be prepared to complete information in UC OATS (APM 025-8-d/APM671-8-f)
- If activity requires a Leave of Absence, upload the Leave Request documents into UC OATS
- If you answer “yes” to any of the three Intellectual Property questions in UC OATS, you must reach out to RED (if you haven’t already), as an intellectual property agreement may need to be in place, and uploaded to UC OATS.

Reviewers and approvers may request for additional information as needed.

Resources
- UC OATS Information website https://academicpersonnel.ucr.edu/oats
- UC OATS and Conflict of Commitment FAQs (Frequently Asked Questions)
- For policy questions please consult with the academic personnel expert in your department or Dean’s office.
  If further assistance is needed, please contact apomail@ucr.edu.
- For UC OATS support, please contact your organization’s Subject Matter Expert (SME). If additional support is needed, please contact oats@ucr.edu.