

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.