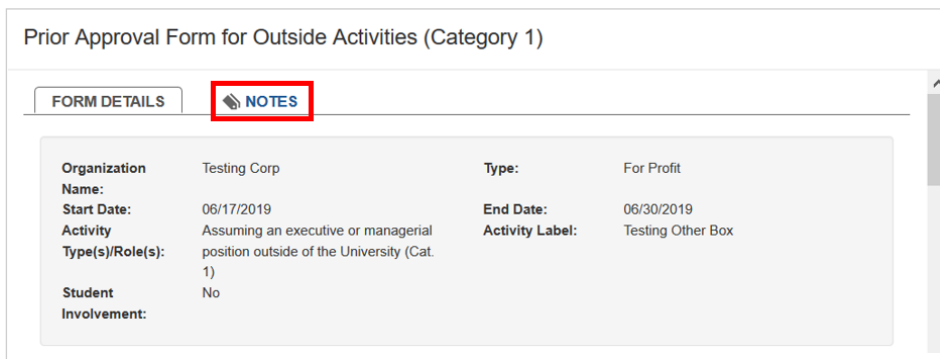


These guidelines list the supporting documentation that must be attached with a prior approval request to engage in Category I outside professional activities.

Once you have entered the potential Category I outside professional activity into OATS, attach the required supporting documentation in the Notes tab of the Category I prior approval form before submitting the request for prior approval.



Prior Approval Form for Outside Activities (Category 1)

FORM DETAILS | **NOTES**

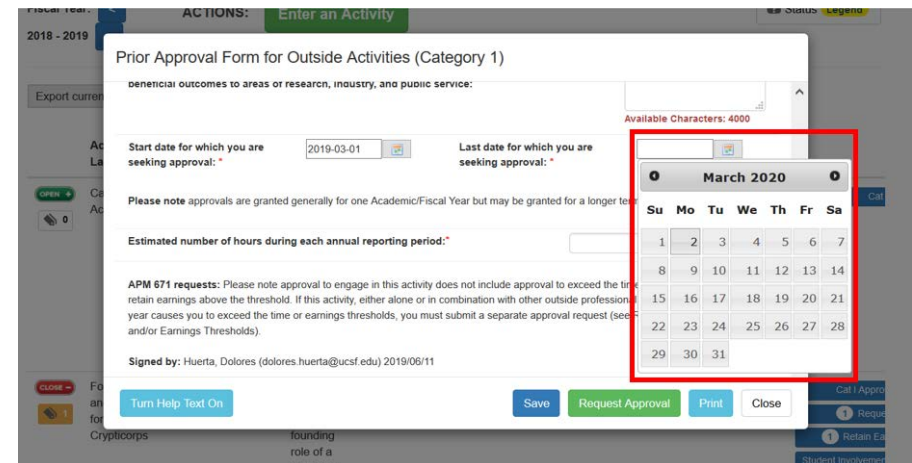
Organization: Testing Corp Type: For Profit
 Name: Start Date: 06/17/2019 End Date: 06/30/2019
 Activity: Assuming an executive or managerial position outside of the University (Cat. 1) Activity Label: Testing Other Box
 Type(s)/Role(s):
 Student Involvement: No

Required Supporting Documentation

- 1) HSCP Annual Reporting Form from most recently completed fiscal year (*SOM Only*)
- 2) Management Plan Letter from the [Conflict of Interest Advisory Committee \(COIAC\)](#) (*if applicable*)
- 3) Documentation from the [Office of Technology Management \(OTM\)](#) for licensed Intellectual Property (*copy of e-mail is acceptable*) if you plan to use *University-licensed Intellectual Property in the outside professional activity*.
- 4) Valuation letter from Dean's Office *if you have received non-cash income (e.g., stock, stock options, etc.) as compensation for the activity. (For members of HSCP only)*

Additional Notes:

- 1) Be sure to disclose any **cash compensation** you have received. Any compensation received on or after 7/1/2018 should be reported in OATS. (*For members of HSCP only*)
- 2) The end date on the Category I prior approval forms defaults to the end date on the "Enter Activity" form. If you want to request approval to engage in the Category I activity beyond the current fiscal year end date, you must actively change the end date on the Category I form.



Prior Approval Form for Outside Activities (Category 1)

Start date for which you are seeking approval: * 2019-03-01 Last date for which you are seeking approval: *

Estimated number of hours during each annual reporting period: *

APM 671 requests: Please note approval to engage in this activity does not include approval to exceed the time or earnings thresholds. If this activity, either alone or in combination with other outside professional activities, causes you to exceed the time or earnings thresholds, you must submit a separate approval request (see the APM 671 and Earnings Thresholds).

Signed by: Huerta, Dolores (dolores.huerta@ucsf.edu) 2019/06/11

Buttons: Turn Help Text On, Save, Request Approval, Print, Close

- 3) For instructions on how to submit a Category I prior approval request in the [Outside Activities Tracking System \(OATS\)](#), please see the appropriate Faculty User Guide:
 - [APM 671 Faculty User Guide](#)
 - [APM 025 Faculty User Guide](#)