Outside Activity Report

New Employee Benefits
Orientation
Topics

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Purpose

✓ The Outside Activity Report (OAR) provides an account of collateral employment while holding a position at the university.

✓ University employees may engage in collateral employment and activities consisting of service within the university that is outside the scope of the individual's normal employment or outside the university during the normal work week so long as it is approved in advance and does not represent a conflict of commitment. Collateral employment and activities must be reported and approved whether performed more or less than one day per week.
OAR Submission Timeline

• The Outside Activity Report (OAR) **must** be completed by all new employees.
• **Must** be completed annually by all staff and faculty (at 50% FTE or greater) by June 10 of each year.
• **Must** be completed within 30 days if a change occurs during the scope of employment between online yearly submissions.
OAR Location

• The OAR can be submitted online or a paper form can be completed if online access is not available.
  – The online form is located at: https://webcentral.uc.edu/oar/index.cfm
  – The manual form submission can be downloaded at: http://webcentral.uc.edu/oarpublic/oardownload.doc
    or contact your supervisor for a paper copy.
Logging In: Username

- The username for the OAR is known as an employee’s 6+2.
  - Generally consists of the first six letters of an employee’s last name, first initial of the first name, and the first initial of the last name.
  - May differ from the general rule due to the number of letters in the last name or due to conflicts with other employees with the same last name, first initials of the first and middle name.
  - The 6+2 can be verified for you if it is not known to you.
Logging in Information: Password

- The password is defaulted as Uc! followed by the eight digit date of birth in the MMDDYYYY format.
  - For example, if the date of birth of an employee is May 12, 1972, the default password will be: Uc!05121972.
- The username and password is also known as a user’s central login credentials. This set of credentials is used for many programs at UC which may include Microsoft Outlook, Blackboard, Collage Content Management System, as well as a wide variety of other programs.
- Any issues concerning logging in or with a password must be direct to University of Cincinnati Information Technology (UCIT) at (513) 556-HELP (4357).
Logging In Information:
Username and Password

- You will need to change your initial password the first time you logon. The new password must be 8 characters long, include one capital letter or special character (!,@,# etc.), one lower case letter, and one number.

- All username and password issues or inquiries should be directed to the UCIT help desk at (513) 556-(HELP) 4357.
Step 1: Navigate to the web address: https://webcentral.uc.edu/oar
Step 2: Complete the **Username** and **Password** fields, next click **Log In**. The username consists of the user’s 6+2 and the password is the central login password.

Contact UCIT at 556-4357 for with any password issues.
OAR Completion

**Step 3:** Read the introduction, utilize the links provided for examples and conflicts of interest. All text underlined in a purple font color serves as links to information which provide useful examples, definitions, and guidelines.

**INTRODUCTION**

This annual report covering the prior twelve months must be submitted no later than June 10 by all University of Cincinnati full-time salaried and hourly employees as well as adjunct faculty (at 50% FTE or greater).

Draft reports saved online for later editing prior to final submission will appear at the very bottom of this home page. Employees may print out their report at the time of online submission to the unit head responsible for the first level of review/approval. The unit head as well as the dean or division administrator responsible for the second level of review will either approve or return the report to the employee with an explanation of any issues involving proposed collateral activity or any possible financial conflicts of interest that need to be resolved. Employees will have access to an online “history” of actions taken for each OAR report.

If significant changes occur in an individual’s activities between annual submissions, the employee should complete a new online report prior to undertaking a new activity or, if advance disclosure is not possible, no later than 30 days following the change.

Please review the descriptions and examples of collateral employment and activities and conflicts of interest before proceeding to the report form. This OAR report is designed to replace a number of forms including University Forms A-128, A-128(a), A-128(b), V-3, Sponsored Services Conflict of Interest Report, and IRB Conflict of Interest Reporting Forms that were used previously for outside activity reporting, human subjects research reporting, and sponsored research reporting.

**Step 4:** Click the green circle with the arrow pointing to the right to proceed to the OAR questions.
Step 5: Answer each question. Continue scrolling down the web page to complete all questions.

Click on the **Collateral Employment and Activities** and the **Conflict of Interest** links for assistance with questions.
6. Employees who are engaged in research should answer “Yes” if any of the following situations apply. Answer “No” if you are not engaged in research or if none of the situations apply.

   a. Do you or does any member of your family have a financial interest (including consulting) with a business enterprise or entity that funds or sponsors your university-based research or scholarly activity?
   b. Do you or does any member of your family have a director or managerial role or a financial interest with a business enterprise or entity in your field of research or scholarly activity?
   c. Do you have or are you applying for research funding from a source or entity in which you have a significant financial interest that would reasonably appear to be affected by the research project or others collaborating in your research project with which you are aware?

   **Step 6:** After each question has been answered, click **Save**.
Step 7: Click Next upon the receipt that the form has been successfully saved. The final step will include an affirmation, additional comments, and submission.
**Step 8**: Read and place a check mark in the box to the left of the affirmation statement. Enter appropriate comments, which may be required based on previous answer selections. Click **Submit** when completed.
OAR Completion

Step 9: Click Logout when completed.
Going Forward

• The OAR will be completed each year of employment.

• Complete a new OAR within 30 days if the status of collateral employment changes during the year.