

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](mailto: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.

#### Additional Requirements

- **If activity involves teaching**, a full memo must be uploaded, addressed to the Chair and PEVC, with a justification/rationale for the exception (see the [FAQs](#) for more information on Chair's approval)
- **If activity involves students**, be prepared to complete information in UC OATS ([APM 025-8-d/APM 671-8-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>
- 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](mailto: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](mailto:oats@ucr.edu).