

Date: August 8, 2022

TO: All UC College of Medicine Employees

FROM: Lori Ross, Vice President for Legal Affairs & General Counsel

UC College of Medicine (including Hoxworth) employees must complete an annual report of collateral employment and outside activity **no later than Friday September 9, 2022**, to comply with federal deadlines. To complete the Outside Activity Report (OAR), follow this link (requires your Central Login username and password): <https://webcentral.uc.edu/oarv2/>.

### **Who must report?**

All employees – faculty and staff – with a full-time equivalency (FTE) of 50% or more must complete the OAR. In addition, **all faculty and staff who engage in research, creative, and/or scholarly work at UC are required to complete the OAR regardless of their FTE percentage**. At the discretion of the administrative unit head, other employee groups may also be required to submit a report. Please note that an individual may have appointments in multiple units, thus bringing their FTE to 50% or more.

### **Why must I complete this report?**

Like all public institutions, UC is accountable to the public, and faces ongoing scrutiny of its adherence to professional, legal, and ethical standards. The OAR helps the university meet its obligations to comply with Ohio and federal mandates.

### **Conflict of Interest Training**

In accordance with federal research regulations, the University of Cincinnati requires all individuals who engage in research, creative and/or scholarly work at UC to complete the Conflict of Interest (COI) Training. Training is required every four years and when training materials are updated. A link to the training is embedded within the OAR electronic system or can be accessed here: [UC online training application Continuous Professional Development \(CPD\)](#).

### **International collaboration**

Questions have been added to the OAR to address U.S. government concerns about foreign threats to the integrity of research at national academic and research institutions. Guidance is provided on the [Office of Research website](#) and in an [awareness video](#). Please contact [conflictofinterest@uc.edu](mailto:conflictofinterest@uc.edu) if you have questions or concerns.

### **What activities must I report?**

In general, you must report any activity outside of the scope of your normal UC duties – even duties performed at UC and unpaid activities. For full guidelines see the [OAR website](#).

### **Does the university oppose outside activity?**

Generally speaking, no. Employees may do so, provided the university obtains sufficient information to meet its legal and ethical obligations and provided those outside activities do not present an unmanageable conflict with university duties. Please note that collateral employment requires prior approval.

### **Supervisors review and approve Outside Activity Reports (OAR)**

The OAR System uses HR data to route an employee's outside activity report to his/her supervisor for the **first** level of review and approval. Supervisors know their employees' university responsibilities and may have first-hand knowledge of activities they engage in outside of work. Supervisors should access this [5-minute OAR Approver Training video](#) to prepare them for this responsibility.

### **What are the reporting and approval deadlines?**

- September 9, 2022 – Deadline for submission of OAR by all College of Medicine (including Hoxworth) employees. You are reporting on your activities during the prior 12-month period (August 9, 2021-August 8, 2022), and any activity scheduled in the future.
- **Update your OAR within 30 days of discovering or acquiring a new activity between annual reports.**

### **What if I don't complete the OAR?**

Failure to meet OAR deadlines may result in disciplinary action. Moreover, individuals who do not complete an OAR do not have the required permission to engage in any outside employment under applicable university rules. Other possible consequences include the inability to submit proposals for sponsored research until the form is completed.

If you do not have computer access at your home or workstation, ask your supervisor for access.

Thank you for doing your part to make the OAR an effective reporting tool for all of us at UC. If you have questions **other than** technical questions, please contact [OARquestions@uc.edu](mailto:OARquestions@uc.edu). If you have technical questions when filling out the OAR, please contact Web Development at [oarreqtd@ucmail.uc.edu](mailto:oarreqtd@ucmail.uc.edu) or you can call their department at 558-2101.