

WHAT TO EXPECT IN THE UT SYSTEM OUTSIDE ACTIVITY PORTAL (OAP)

APPROVAL REQUEST FORM

The electronic UT System Outside Activity Portal (OAP) must be used to input prior approval information. It is accessible at <http://outsideactivity.utsystem.edu>.

This document will help you anticipate the kinds of information needed for an approval request and to anticipate when and where that information will be entered into UT System's OAP via the Request Approval portal.

Before you begin, you will need to have the following information available:

- Email address for supervisor
- Relationship (self/spouse/other dependent, including first and last names)
- Type of activity being disclosing or seeking approval for (outside employment, outside board, substantial interest in a business entity, etc.)
 - Is it on the preapproved list?
- General information about the employer or organization, including the name, address, and type of organization (non-profit, government, publicly traded, etc.)
- Type of duties you provide for the entity (consulting, financial advising, speaking engagement, etc.)
- Your time commitment, including hours per week and start/end dates of the agreement
- Your compensation, if it's more than \$5,000 (and there is a conflict of interest and/or a conflict of commitment) and the type of compensation (travel, cash, stock, etc.)

Information may also be needed about:

- Relationship to any intellectual property (IP) owned by UT
- Your conflict management plan
- Related documents: contracts, offer letters, etc.

Once you begin, the following sections, drop-down menus, and requests for information will be encountered (Note that italicized text represents drop-down menus in the Portal):

Submit one completed form per activity that needs disclosure. Employees are required to obtain prior approval before engaging in:

1. outside employment or other compensated activity;
2. service on an outside board; and/or
3. other outside activity that may reasonably appear to create a conflict of interest or conflict of commitment.

Form Begins:

Type of Activity (select one)

- *Outside Employment / Compensated Activity*
- *Service on Outside Boards*
- *Uncompensated Outside Activity*

Screening Question:

- Outside Employment (OE): Activity included on preapproved list?
- Service on Outside Boards (SOB): Pre-approved or primarily personal? If Yes>on your own time? If Yes> conflict?
- Uncompensated Outside Activity (UOA): Conflict?

General Section:*Employer / Organization*

- *Country*
- *Name*
- *Street 1*
- *Street 2*
- *City*
- *State/Province/Region*
- *Zip Code/Mail Code*

Organization Type

- *Not for Profit Organization*
- *For Profit Industry – Publicly Traded*
- *For Profit Industry – Non-Publicly Traded*
- *Government / State Agency / Public Higher Education*

Non Profit Type (if NPO selected)

--Please Select an Option— (but do not select this “—HEADING—“)

NPO Education / Literacy

NPO Health

NPO Arts

NPO Social Welfare

NPO Animal Welfare

NPO Religious

NPO Business / Professional

NPO Scientific

NPO Charitable

NPO Children

NPO Other

Industry (if not NPO, select one from list; do not select a “--HEADING—“)

--Please Select an Option—

Accommodation and Food Services

Admin and Support and Waste Mgmt and Remediation Svcs

Agriculture, Forestry, Fishing, and Hunting

Arts, Entertainment, and Recreation
Construction
Finance and Insurance
Management of Companies and Enterprises
Other Services (e.g., Religious, Civic, Social Orgs)
Real Estate and Rental and Leasing
Retail Trade
Transportation and Warehousing
Utilities
Wholesale Trade
--EDUCATION--
Colleges, Universities, and Professional Schools
Junior Colleges
Elementary and Secondary Schools
Other Educational Services
--GOVERNMENT--
Federal Government-Executive, Legislative
Federal Government-Justice, Public Order, Safety
National Security and International Affairs
Other Public Administration
--INFORMATION--
Information-General
Publishing Industries (incl. software)
Motion Picture and Sound Recording
Broadcasting
Telecommunications
--HEALTH/HEALTHCARE--
Ambulatory Health Care Services
Hospitals
Nursing and Residential Care
Other Health Care and Social Assistance
Pharmaceutical and Medicine Manufacturing
--MANUFACTURING--
Chemical Manufacturing
Manufacturing
--OIL AND GAS--
Mining, Quarrying, and Oil and gas Extraction
Pipeline Transportation (Oil, Natural Gas, etc.)
--PROFL. SCIENTIFIC & TECHNICAL SERVICES (incl. R&D)--
Accounting, Tax Prep. Bookkeeping, Payroll

Advertising, Public Relations, and Related
Architectural, Engineering, and Related
Legal Services
Scientific Research and Development Services
Space Research and Technology
Specialized Design Srvcs (Interior. Graphic)
Professional, Scientific, and Technical Services-General
Other
If Other, provide Industry

Relationship to your UT Responsibilities *Yes/No*

Type of Duties (with Entity)

- *Advising Committee*
- *Board Service*
- *Officer*
- *Review Panel*
- *Consulting*
- *Financial Services*
- *Legal Services*
- *Professional Services*
- *Retail*
- *Sales*
- *Administrative Support*
- *Speaking Engagement*
- *Summer*
- *Seminar / Sections*
- *Other*

If Other, provide type

Describe duties

Time Section:

- State Date
- Retrospective Approval (with circumstances requiring)
 - Checkbox and explanation required
- End Date (as needed)
- Estimated number of Hours per *Week, Month, Quarter, or Year*
- Requires time during normal UT work hours?
- If required, estimate number of hours of PTO per month

- Additional comments (optional)
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Compensation Section:

- Activity Will Be Compensated? *Yes/No*
- Compensation Range
 - \$0-\$4,999
 - \$5,000-\$9,999
 - \$10,000-\$19,999
 - \$20,000-\$40,000
 - \$40,001-\$60,000
 - \$60,001-\$80,000
 - \$80,001-\$100,000
 - \$100,001-\$150,000
 - \$150,001-\$200,000
 - \$200,001-\$250,000
 - \$250,001-\$300,000
 - \$300,001-\$350,000
 - \$350,001-\$400,000
 - \$400,001-\$450,000
 - \$450,001-\$500,000
 - \$500,001-\$550,000
 - \$550,001-\$600,000
 - \$600,001-\$650,000
 - \$650,001-\$700,000
 - \$700,001-\$750,000
 - \$750,001-\$800,000
 - \$800,001-\$850,000
 - \$850,001-\$900,000
 - \$900,001-\$950,000
 - \$950,001-\$1,000,000
 - *Over \$1 million*
 - *Equity Only*
 - *--Not Applicable--*
 - *Stock*
 - *Officer*
- UT Austin faculty and staff include compensation ONLY if amount is above \$5,000 total for the entity AND the activity may reasonably appear to create a conflict

Intellectual Property Section:

Relationship to any IP owned by UT institution? *Yes/No*

Likelihood IP will result from this activity (*Not at all likely / Somewhat likely / Very likely*)

Conflict of Interest/Conflict of Commitment Section

- Conflict of Interest / Conflict of Commitment (*Yes/No. Comments required if Yes*)
- Conflict Management Plan *Yes/No*

Upload Documents (optional, for contracts, offer letters, etc.)

Contract/Agreement/Formal Invitation Section

Review Request Section

- Edit
 - Duplicate
 - Save
-

Take Action Section

- *Submit*
 - *Delete*
-

Route Section

- Route to supervisor (supervisor's email address is needed here)